

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-15				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Water Quality Trading				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3, 3.5, 6.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2019 To 06/30/2020				
Comments: In accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						1,600				
Total:						1,600				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Amelia Letnes						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5627				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-15**

Title: Support for Water Quality Trading Activities

Work Assignment Contracting Officer's Representative (WACOR):

Amelia Letnes (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-5627
Letnes.Amelia@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate-WACOR):

Susanna Bains (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2047
bains.susanna@epa.gov

Period of Performance: August 1, 2019 through June 30, 2020

Estimated Level of Effort: 1,600 hours

Background Information: The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the development of policy and guidance on Water Quality Trading programs and activities.

The Environmental Protection Agency (EPA) established its Water Quality Trading Policy in 2003, and further clarified that policy in its 2007 Water Quality Trading Toolkit for Permit Writers. In 2019, EPA issued a memo outlining six principles of water quality trading, taking the program in new directions.

EPA is working to develop technical guidance and policy for permitting authorities and stakeholders to align better with the new Memo. As part of this, EPA will be requesting comments on new policy on water quality baselines as well as other areas where clarification or amendments to the policy might be needed to ensure consistency with the 2019 Memo. EPA will be hosting public meetings to discuss the revisions, as well as hosting a national webinar.

Following the finalization of any policy changes, EPA plans to provide direct technical assistance to states in developing or modifying state programs as a result of the new policy.

The objective of this Work Assignment (WA) is to support EPA in the public comment period, including supporting public meetings and webinars, managing incoming public comments (to include a public comment database as necessary), and developing a response to comments document. Additionally, the contractor shall support EPA in developing or revising documents to reflect the changes in policy as well as internal documents to support EPA in developing additional policy alternatives. Lastly, the contractor and EPA will be providing technical assistance to states as they begin to develop or modify Water Quality Trading programs in response to these changes.

The project lead for this WA should have at least 10-15 years of experience in water quality trading. This could include developing national policy on water quality trading, working in state or regional water quality trading programs, or supporting facilities in active trading programs. General expertise in National Pollutant Discharge Elimination System (NPDES) programs or other market-based approaches is a plus, but does not substitute for Water Quality Trading experience.

Performance Work Statement: Contract Sections 3.3, 3.5, 6.0

This Performance Work Statement establishes activities, described in the tasks below, to be conducted by the Contractor in FY2019 and FY2020.

Task 1: Response to Federal Register (FR) Notice Public Comments

As requested by the EPA WACOR, the Contractor shall support responses to public comments on the Water Quality Trading public notice, submitted in writing or at a public meeting.

As requested by the EPA WACOR, the Contractor shall provide support for 1-3 in-person public meetings and 1 webinar. The Contractor shall provide facilitation and logistical support, including participant registration and note-taking, for the public meetings. Supporting documentation and logistical support for the webinar shall also be provided.

As requested by the EPA WACOR, the contractor shall manage incoming public comments, including a public comment database as necessary. The contractor shall develop a response to comments document with EPA input.

Deliverables:

- A. Development of draft materials for the public meeting and webinar. Materials may include agenda, outreach materials (web language, fliers, etc.) brief handout materials, slides and speaker notes. (Due within 14 days of receipt of EPA technical direction)

- B. Detailed notes from the meetings (to be delivered within 10 days following each meeting) sufficient to develop responses to comments.
- C. Develop a response to comments document, and database as necessary. (Deadline will be contingent upon responses received and issued via technical direction)

Task 2: National Policy and White Papers

As requested by the EPA WACOR via technical direction, the Contractor shall revise or develop documents to reflect changes in policy. This will include any revisions to the baselines policy as a result of public comment as well as additional program areas where trading policy updates are needed.

The contractor should assume approximately 3-4 papers, 5-7 pages in length, in work planning for this task. Topics that may be considered include (but are not limited to):

- Tradeable Pollutants (specifically persistent bioaccumulative toxics)
- Trade Ratios
- Credit Banking
- Large scale (state or watershed level) trading programs
- Trading programs and environmental financing

Deliverables:

- A. Draft white papers (within 60 days of receipt of EPA technical direction)
- B. Revisions based on EPA comments (within 14 days of receipt of EPA technical direction, or 30 for comments EPA deems “significant”)

Task 3: Support States in Developing Trading Programs

As requested by the EPA WACOR, the contractor shall provide direct technical assistance to states that are developing and implementing a water quality trading program. Initially, this will include working with EPA to develop a process for identifying state programs ripe for assistance. EPA anticipates developing a template for permitting authorities to submit with proposals for assistance.

Upon selection of state proposals, the contractor shall support permitting authorities in developing regulatory, policy, and technical documentation. Development could include drafting and revising documents. It could also involve in depth technical analysis or stakeholder outreach. EPA will issue each technical support activity via technical direction with deliverables and timing. This work could include state travel and local meetings as appropriate.

Deliverables:

- A. Development of a process and template for soliciting state program support needs (within 30 days of receipt of EPA technical direction)
- B. Support state program development (due date will be specified via technical direction from the EPA WACOR)

Requirements

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the Contractor shall maintain contact with the EPA WACOR to advise of progress and problems. All documents shall be delivered in MS Word as requested by the EPA WACOR. The Contractor shall notify the EPA CO and the EPA WACOR immediately when expenditures of 75% of the work assignment LOE or funding (including pipeline costs) are reached.

The Contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The Contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All electronic media submitted to the EPA WACOR shall be scanned for and identified as free from viruses.

The Contractor shall submit drafts and final products in hard copy as well as on the appropriate electronic media in a format compatible with Water Permits Division hardware.

Travel

Some travel may be appropriate for the public meeting(s) under Task 1 and state program assistance under Task 3. All non-local travel will be approved by the EPA Contract Level COR in advance.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The Contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Deliverable	Schedule
Task 1 (A). Development of draft materials for the public meeting and webinar. Materials may include agenda, outreach materials (web language, fliers, etc) brief handout materials, slides and speaker notes	Due within 14 days of receipt of EPA technical direction
Task 1 (B). Detailed notes from the meetings, sufficient to develop responses to comments	Due within 10 days following each meeting
Task 1 (C). Develop a response to comments document, and database as necessary	Deadline will be contingent upon responses received and issued as technical direction
Task 2 (A). Draft white papers	Due within 60 days of receipt of technical direction
Task 2 (B). Revisions based on EPA comments	Due within 14 days of receipt of EPA technical direction, or 30 for comments EPA deems “significant”
Task 3 (A). Development of a process and template for soliciting state program support needs	Due within 30 days of receipt of technical direction
Task 3 (B). Support state program development	As specified via technical direction from the EPA WACOR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-15				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Water Quality Trading				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/17/2019 To 06/30/2020				
Comments: See the attached PWS amendment 000001. Please revise the work plan/cost estimated that was submitted on August 30, 2019, accordingly.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 1,600				
07/01/2016 To 06/30/2021										
This Action:						20				
Total:						1,620				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Amelia Letnes						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5627				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-15
Amendment 000001**

Title: Support for Water Quality Trading Activities

Work Assignment Contracting Officer's Representative (WACOR):

Amelia Letnes (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-5627
Letnes.Amelia@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate AWACOR):

Susanna Bains (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2047
bains.susanna@epa.gov

Period of Performance: Work Assignment Issuance through June 30, 2020

Estimated Level of Effort: 20

Performance Work Statement: Contract Sections 3.3, 3.5, 6.0

Task 1: Response to Federal Register (FR) Notice Public Comments

The work assignment is being amended as follows:

The contractor shall provide a court reporter for notetaking and developing the transcript. Supporting documentation and logistical support for the webinar shall also be provided.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-15				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Water Quality Trading				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 02/18/2020 To 06/30/2020					
Comments: Amendment 000002 adds new Tasks 4, 5, and 6. A revised work plan/cost estimate is required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 1,620				
07/01/2016 To 06/30/2021										
This Action:						200				
Total:						1,820				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Amelia Letnes						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5627				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-15
Amendment 000002**

Title: Support for Water Quality Trading Activities

Work Assignment Contracting Officer's Representative (WACOR):

Amelia Letnes (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-5627
Letnes.Amelia@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate AWACOR):

Susanna Bains (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2047
bains.susanna@epa.gov

Period of Performance: August 1, 2019 through June 30, 2020

Estimated Level of Effort: 200 hours

Background Information: The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the development of policy and guidance on Water Quality Trading programs and activities. EPA will be taking public comments on revisions to the 2003 Water Quality Trading Policy, proposed baseline flexibilities, and other areas where clarification or amendments to the policy might be needed. EPA will be hosting public meetings to discuss the revisions, as well as hosting a national webinar.

The first objective of the original Work Assignment (WA) is to provide support for responding to public comments, facilitation and logistical support for public meetings/webinar, revising documents to reflect the changes in policy, and providing technical assistance to states as they begin to develop and implement (or make changes to) Water Quality Trading programs.

The second objective based on this WA amendment is to support EPA in developing Information Collection Request (ICR) burden estimates and materials for submission to the Office of Management and Budget (OMB).

The project lead for the water quality trading support should have at least 10-15 years of experience in water quality trading. This could include developing national policy on water quality trading, working in state or regional water quality trading programs, or supporting facilities in active trading programs. General expertise in National Pollutant Discharge Elimination System (NPDES) programs or other market-based approaches is a plus but does not substitute for Water Quality Trading experience.

The project lead for the ICR support should have at least 5-10 years' experience in working with burden estimates and ICRs.

Performance Work Statement: Contract Sections 3.3, 3.5, 6.0

This Performance Work Statement establishes activities, described in the tasks below, to be conducted by the Contractor in FY2019 and FY2020.

Task 4: Dental Amalgam ICR Renewal

The Contractor shall provide support to EPA efforts to draft and finalize the ICR below.

ICR Number	ICR Name	Expiration Date
2040-0287	Effluent Limitation Guidelines and Standards for the Dental Category (Renewal)	11/30/20

Activities to be performed under this task for the ICR listed above shall include:

Draft ICR Proposal

1. Prepare draft ICR, including supporting statement and data
2. Prepare first federal register notice

Final ICR for OMB submission

3. Prepare draft responses to public comments on the draft supporting statement
4. Respond to EPA comments on draft ICR documents and revise as necessary
5. Prepare final ICR(s) supporting statements
6. Prepare draft second federal register notice
7. Prepare materials for Information Collection Request, Review and Approval System (ICRAS) submission

Task 4 Deliverables:

Draft ICR proposal and federal register notice is due to EPA within 3 weeks of the start date of this amendment.

Revised documents shall be due within 2 weeks of receipt of EPA comments.

Draft response to comments, ICRAS materials, and FR notice shall be due with the final ICR two weeks following the close of the public comment period.

Final documents will be formatted in Microsoft Word and Adobe Acrobat suitable for posting on the EPA Website.

Level of Effort: EPA estimates 100 hours for this task.

Task 5: NPDES Consolidated ICR Renewal Data Analysis

The contractor shall begin an analysis of necessary updates for the next renewal of the active consolidated ICR (2040-0004).

This shall include:

1. Revised, streamlined data spreadsheets.
The contractor shall update the underlying spreadsheets to simplify them and make them more user-friendly. The contractor shall document where data comes from and how they are calculated to ensure future revisions are accurate.
2. Proposed Updates
The contractor shall make a list of all necessary updates to the ICR, including, but not limited to: new ICRs for inclusion (such as the ICR developed in Task 4), burden shifts and reductions (such as the transfer of the Vessels program), general updates (such as labor rates and universe counts), and any changes related to new Agency ICR policy.

Task 5 Deliverables:

Draft deliverables will be due April 30, 2020.

Final deliverables will be due at the end of the period of performance (June 30, 2020).

Level of Effort:

EPA estimates 90 hours for this task.

Task 6: Quality Assurance Project Plan

QAPP Requirement. EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The following deliverables may contain environmental data: ICRs with estimated costs and burdens, documents associated with ICR development (e.g., ICR supporting statements, EPA response to EPA and public comments on the draft ICRs, Form 83-1, action memos, fact sheets, consolidated ICR plans) outlines of information and issues (such as data gaps) to be addressed, and additional deliverables specified in technical directives. If these deliverables do contain environmental data, a QAPP is required to describe the /contractor's plan for assuring the quality of these data over their life cycle. The contractor may begin work on data-related activities (e.g., data generation, data management, data distribution, or data use) described in Tasks 4 and 5 of this work

assignment pending QAPP approval. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP).

Task 6 deliverables: The contractor should submit the updated QAPP within 30 days of the receipt of this work assignment. The contractor should confer with the WACOR and QA Coordinator to discuss updating the QAPP should any questions or need for clarification arise. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

Level of Effort:

EPA estimates 10 hours for this task.

Requirements

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the Contractor shall maintain contact with the EPA WACOR to advise of progress and problems. All documents shall be delivered in MS Word as requested by the WACOR. The Contractor shall notify the EPA CO and WACOR immediately when expenditures of 75% of the work assignment LOE or funding (including pipeline costs) are reached.

The Contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The Contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All electronic media submitted to the EPA WACOR shall be scanned for and identified as free from viruses.

The Contractor shall submit drafts and final products in hard copy as well as on the appropriate electronic media in a format compatible with Water Permits Division hardware.

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Deliverable	Schedule
Task 4 (A). Draft ICR proposal and federal register notice	3 weeks of the start date of this amendment.
Task 4 (B). Revised documents	Within 2 weeks of receipt of EPA comments

Deliverable	Schedule
Task 4 (C). Draft response to comments, ICRAS materials, and FR notice shall be due with the final ICR	Two weeks following the close of the public comment period.
Task 5. Spreadsheets and updates proposal	Draft: April 30, 2020 Final: June 30, 2020
Task 6. Updated QAPP	Within 30 days of the receipt of this work assignment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-15								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3	Title of Work Assignment/SF Site Name Water Quality Trading								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 02/18/2020 To 06/30/2020								
Comments: Amendment 3 removes Susanna Bains as the Alternate WACOR and replaces her with Laura Phillips, (Phone) 202-564-0741 (Fax) 202-564-9544 (Email) Phillips.Laura@epa.gov.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Amelia Letnes <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 202-564-5627			
							FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-15
Amendment 000003**

Title: Support for Water Quality Trading Activities

Work Assignment Contracting Officer's Representative (WACOR):

Amelia Letnes (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-5627
Letnes.Amelia@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate AWACOR):

Laura Phillips (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-0741
Phillips.Laura@epa.gov

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-16								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3	Title of Work Assignment/SF Site Name Technical Support NPDES PQRs								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW 3.1.7								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2019 To 06/30/2020								
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				1,590						
Total:				1,590						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Elizabeth Eddy						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-4759				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-16**

Title: Technical Support for NPDES Program and Permit Quality Reviews

Work Assignment Contracting Officer's Representative (WACOR):

Elizabeth Eddy Phone: (202) 564-4759 Fax (202) 564-9544 eddy.elizabeth@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135G Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Susanna Bains Phone: (202) 564-2047 Fax (202) 564-9544 bains.susanna@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Period of Performance: July 1, 2019 through June 30, 2020

Level of Effort: EPA estimates 1,590 hours will be required to support the activities outlined below.

Background: An important component of a healthy National Pollutant Discharge Elimination System (NPDES) program is permit quality. Program and Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as the Environmental Protection Agency (EPA) works to achieve the goals of ensuring waters support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to meet these goals are critical in combination with other Clean Water Act water quality programs in achieving these objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance program and permit quality. These methods have included reviews of draft permits using standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, program and permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure the success of the program.

Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for training or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support in updating draft methodology to allow EPA regions to manage the reviews, and assistance with conducting reviews of state programs and drafting reports outlining the results of the reviews. This scope of work includes implementation of permit quality reviews and results management.

Scope of Work:

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process, as well as finalizing tools to ensure continual improvement of the NPDES permitting program. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

Task 0: Kickoff Meeting and Monthly Progress Reports

A kickoff meeting will be held to review the work statement and clarify the work to be performed. The contractor's work assignment manager and appropriate EPA staff and WACOR should attend. This meeting will be held by teleconference and may occur before the work plan is submitted to EPA.

Task 0 Deliverables: Progress Reports shall be submitted in accordance with the reporting requirements of the contract.

Task 1: Technical and Administrative Support for Implementing PQRs

The contractor shall support the implementation of:

- Up to nine (9) Region-led PQRs during the period of performance, some of which may have been partially conducted during the prior option period and some of which may only be partially conducted during the current option period;
- Two (2) headquarters-led PQR of Region-issued permits;
- Final formatting and copy review of up to eight (8) reports completed by EPA regional offices.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with existing SOPs, consisting of both a comprehensive program review and topic specific reviews. Task 1 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

The tentative schedule for upcoming Region-led PQRs is as follows:

PQR No.	PQR Topic/Type	Schedule (tentative)
1	Regional PQR (Region 5): Indiana (continue from OP2)	Summer 2019
2	Regional PQR (Region 3): Pennsylvania (continue from OP2)	Summer 2019
3	Regional PQR (Region 8): North Dakota	Summer 2019
4	Regional PQR (Region 5): Wisconsin	Fall 2019
5	Regional PQR: To Be Determined (TBD) via written Technical Direction (TD)	TBD via written TD
6	Regional PQR: TBD via written TD	TBD via written TD
7	Regional PQR: TBD via written TD	TBD via written TD
8	Regional PQR: TBD via written TD	TBD via written TD
9	Regional PQR: TBD via written TD	TBD via written TD
10	HQ PQR: TBD via written TD	TBD via written TD
11	HQ PQR: TBD via written TD	TBD via written TD

The contractor shall support EPA in implementing these reviews. This shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, state materials, regulations, and policies, as appropriate, and phone interviews and email communications with personnel in EPA's regional offices, as needed. PQRs are conducted using the Standard Operating Procedures and tools currently posted on EPA's NPDES website: <https://www.epa.gov/npdes/npdes-permit-quality-review-standard-operating-procedures>

The contractor shall support WPD in conducting site visits for up to nine Region-led reviews and two headquarters-led reviews. Each PQR will consist of approximately 10 permits from the states or regions listed above. The details of the number of site visits and permits reviewed may be adjusted by the WACOR based on the unique characteristics of each state and region. Typically, contractor staff review no more than six permits per PQR.

The contractor shall review materials prior to any site visits, discuss preliminary review findings with EPA, and participate in site visits to regional and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit writing process within the State.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the report template developed by EPA (available with the SOP documents referenced above). Examples of complete reports can be found online at <https://www.epa.gov/npdes/regional-and-state-npdes-pqr-reports>. For reviews supported by the contractor, the contractor typically drafts the background sections and the Core Review Findings section, and the appropriately associated portions of the Action Items section. For headquarters-led PQRs, EPA may request additional permit reviews and drafting of report language for other sections of the report such as the national topic areas. On rare occasions, EPA may request the

contractor perform similar additional reviews and develop report language for Region-led reviews.

The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions previously conducted in addition to developing and finalizing reports for the upcoming reviews. This may include assistance with formatting drafts and using the Word template.

Task 1 Deliverables: The contractor shall provide draft reports 30 days after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30 days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

Task 2: Develop PQR Tools

The contractor shall assist in the development and/or updating of tools to support the FY18-22 PQR cycle. This may include formatting draft documents or editing existing documents to reflect process changes that will be implemented in the new cycle.

Task 2 should be supported by staff experienced in both writing and/or reviewing NPDES permits and developing standard evaluation tools. Additional support will be needed from staff with experience creating and formatting documents such as checklists, standard operating procedure manuals, and report templates in both Word and PDF formats. Ideally, one staff member supporting this task should have direct experience using existing PQR tools.

Task 2 Deliverables: The contractor shall provide draft tools/summaries within 10 business days after WACOR request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments. Final documents should be provided in both Word and PDF formats. Final PQR tools that will be posted online must be compliant with Section 508 of the Rehabilitation Act of 1973 (as amended) (29 USC § 794d).

OTHER REQUIREMENTS

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Tasks 1-2 of this project because they do not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Reporting and Deliverables

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding

(including pipeline costs) are reached.

Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of work to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews, and assume travel is to state capitals for region-led reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the Contract Level Contracting Officers Representative and shall be in accordance with the contract.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Performance Requirements and Measurable Standards

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-17				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Support for Animal Agriculture				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				1,340						
Total:				1,340						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Jennifer Molloy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1939				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-17**

Title: Support for National Pollutant Discharge Elimination System (NPDES) Areas: Animal Agriculture, Aquaculture, Clean Water Act (CWA) 316 and Direct Hydrologic Connections

Work Assignment Contracting Officer's Representative (WACOR)

Jennifer Molloy (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
(202)-564-1939

Alternative Work Assignment Contracting Officer's Representative

Jackie Clark (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
(202)-564-6582

Period of Performance: July 1, 2019 through June 30, 2020

Estimated Level of Effort (LOE): 1340 hours

Background Information: This work assignment covers four separate NPDES program areas plus administrative tasks.

Administration. This includes project management tasks. (Task 1)

Animal Agriculture. The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. The Environmental Protection Agency (EPA) continues to refine an integrated animal agricultural strategy to improve the environmental performance of animal agriculture through both regulatory and non-regulatory initiatives. The strategy includes supporting State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other Animal Feeding Operation (AFO) pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures. (Tasks 2-5)

Aquaculture. Within the general area of aquaculture, the NPDES program issues permits for a variety of systems that culture or husband marine and freshwater animals, and occasionally plants. These can include fish hatcheries, raceways, ponds or recirculating systems, floating or submersible net pens or cages and bag, rack or suspended shellfish culture, when these systems are or result in point source discharges of pollutants to water of the U.S. Operations that produce 100,000 pounds annually of fish or shellfish are subject to the concentrated aquatic animal production (CAAP) effluent guidelines, but many smaller aquatic animal production facilities (AAPFs) that are point source discharges of pollutants to waters of

the U.S. are also subject to NPDES permitting. (Tasks 6-7)

Implementation of CWA 316. Section 316(a) of the Clean Water Act provides for a demonstration that alternative thermal limitations on discharges will assure the protection and propagation of a balanced, indigenous populations of shellfish, fish and wildlife. Section 316(b) of the Clean Water Act regulates the design and operation of cooling water intake structures, in order to minimize adverse impacts on fish, shellfish or their eggs, which may be pulled into the cooling system. (Tasks 8-9)

Direct Hydrologic Connections. In April 2019, EPA requested comments on releases of pollutants from point sources to groundwater and shall be preparing responses to comments.

Scope of Work:

The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of all areas noted above. The contractor will not be involved in Agency policy- or decision-making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the WACOR in accordance with the technical direction clause of the contract. Based on evolving program priorities, LOE among tasks in this work assignment may be reallocated during the Option Period, in consultation with the contractor.

ADMINISTRATION

Task 1. Project Management

The contractor shall provide the necessary oversight, management and cost controls to implement the tasks in this work assignment, including the development of monthly invoices with the necessary break-downs to track costs per task. The contractor shall have calls approximately bi-monthly with the WACOR in order to discuss ongoing and planned work, or as needed. The contractor shall update the Quality Assurance Project Plan (QAPP) developed in the Base Period, WA 0-17 to incorporate new and revised tasks.

Deliverables and Schedule: Regular and ongoing communication. Monthly invoices. Updated QAPP. Other possible administrative tasks as outlined in the contract and those mutually agreed upon by WACOR and contractor.

ANIMAL AGRICULTURE

Task 2. Supporting State, Tribal and Regional Initiatives to Support Water Quality Initiatives Associated with Agricultural Operations

EPA seeks to provide support to State, Tribal and Regional CAFO programs in the form of

contractor assistance to develop or supplement specific elements of the program to improve manure management or other initiatives associated with agricultural operations. The State, Tribal or Regional program can propose an array of projects as long as there is reasonable demonstration of sustainable environmental improvement. Projects may be improvements to the regulatory program; supplements to the regulatory program; or actions that will target improved management at facilities without permit coverage. Examples of potential projects include but are not limited to: training technical service providers to develop Nutrient Management Plans (NMPs); developing manure transfer programs; or developing robust technical standards. With fewer and fewer CAFOs obtaining NPDES permit coverage, projects that will provide water quality improvements for discharges at all types of operations are desirable. Examples of contractor assistance include, but are not restricted to: drafting permit, rule, code or guidance language; conducting data analyses or modeling; organizing and/or providing training on developing NMPs; conducting livestock operation inspections, water quality or soil sampling or other field investigations; setting up databases; compiling information; conducting engineering reviews of agricultural practices; or other task directly related to improving water quality-related activities at agricultural operations. LOE will vary depending on the types of service needed. The following are projects in process or adequately scoped out at the time this work assignment is being written. Other projects that fall within this scope of work may be initiated under this task during this Option Period.

Project 1. Nutrient Management Assistance to Tribes: Under prior work assignments, EPA initiated worked with the Confederated Tribe and Bands of the Yakama Nation, the Shoshone Bannock Tribe, the Couer d'Alene Tribe and the Nez Perce Tribe to develop nutrient management program elements to support efforts on Tribal lands. These efforts have included language that can be incorporated into Tribal Codes, as well as accessory information, including a draft implementation strategy; and support for outreach materials for Tribal Councils and the reservation community. To continue these efforts, the contractor shall assist the Tribes and their advisors to refine and execute the implementation plan for Tribal nutrient management programs and efforts, including possible activities such as working with Bureau of Land Management, to incorporate nutrient management provisions into lease agreements; developing monitoring/verification mechanisms; providing some training/education for the Tribes to use in implementing the nutrient management programs. Under this task, similar work with additional Tribes may be initiated, as requested by the WACOR.

Deliverables and Schedule: As this work is already in process, the contractor shall continue to provide support to the Tribe as the Council works to codify the draft language, and refine and initiate implementation. The work shall proceed in consultation with the Tribe, Region 10 and the WACOR, and products and schedules may be adjusted as needed. For purposes of work plan development, assume approximately 60 hours.

Project 2. Utah Department of Environmental Quality (DEQ) with Region 8. In conjunction with reissuance of the state's CAFO General Permit Utah DEQ would like to provide a simplified approach to development of nutrient management plans (NMPs). This project was initiated during the previous Option Period and is scheduled to be completed in Option Period 3. The Contractor shall continue technical assistance to Utah DEQ in

development of an NMP template that aligns with the CAFO general permit currently under development by the DEQ, including implementation of the agreed upon deliverables per the agreed upon schedules. The contractor may also assist the state with additional tasks associated with permit reissuance, per technical direction from the WACOR, such as development or refinement of record-keeping or reporting forms associated with the General Permit.

Deliverables and Schedule: As this work is already in process, the contractor shall continue to provide support to Utah DEQ to develop and refine an NMP template that aligns with the State's new CAFO general permit. The work shall proceed in consultation with Utah DEQ, Region 8 and the WACOR, and products and schedules may be adjusted as needed. For purposes of work plan development, assume approximately 60 hours.

Task 3. Nutrient Management Web-Based Training for Permit Writers

During the prior Option Period, the contractor developed a 2-day nutrient management technical forum delivered in New Mexico. This training was specifically developed to be adaptable to other states, and other modes of delivery, in particular via web-based mechanisms rather than in person sessions. Under this task, the contractor will take the existing materials and turn them into a series of 1- or 2-hour web-based modules that cover the primary components of nutrient management planning for CAFOs, e.g., required elements of an NMP; soil science; land application protocols; NMP terms and inclusion in the Permit; submission and basic review of an NMP; assessing NMP implementation on-site; and assessing annual report consistency with the NMP. These specific topics may be refined and modified as the modules are refined for web-based presentation. The primary audience is state and Regional CAFO permit writers; NMP technical service providers are a secondary audience.

In consultation with the WACOR, possibly with Regional or State input, specific outlines and modules will be developed. This will be done to minimize the necessary revisions to existing materials or the need for new materials, though a few gaps may be identified and filled. Final projects will be web-based modules, 508 compliant and consistent with all requirements for posting on the EPA NPDES website, either on the permit writer pages (preferable) or the CAFO pages.

This task may also include supporting EPA and Association of Clean Water Administrators (ACWA) co-sponsored webinars on specific topics related to CAFO program implementation. The contractor's role would be largely supportive, e.g., identifying and confirming speakers or assisting with webcasting logistics.

Deliverables and Schedule: The WACOR will initiate effort on this project via a phone call with the contractor. As determined in consultation, several state and/or Regional CAFO staff may be included as advisors on the project. Specific schedules and deliverables will be developed at that time. For purposes of work plan development, assume approximately 120 hours.

Task 4. Supporting Regional NPDES CAFO Programs

Preventing and eliminating EPA permit backlogs is a high priority for EPA. Though there are few EPA backlogged CAFO permits at this time, there may be elements of certain reissuance processes where contractor assistance would expedite finalization of a permit, including drafting of certain permit or fact sheet provisions, undertaking certain analyses such as biological evaluations for Endangered Species Act (ESA) consultation, developing record-keeping and reporting forms, or assisting with logistical aspects of response to comments. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they could use assistance.

There are also other responsibilities that Regional programs undertake, including review of state program authorizations, review and comment on state permits and program elements, and trouble-shooting programs as they arise.

The contractor shall provide assistance, as requested by the WACOR, to support Regional efforts in the direct implementation of the CAFO NPDES program and/or in the support of Regional support for State CAFO NPDES programs.

Deliverables and Schedule: As/if permit issuance needs, authorization processes or other issues are identified, the WACOR will set up kick-off call(s) with the relevant Regional permitting staff. Specific tasks will be identified at that time. For purposes of work plan development, assume approximately 10 hours.

Task 5. Providing Support for Animal Ag Partnership Projects and Events

Under this task the contractor shall provide logistical support for The Animal Ag Discussion Group (AADG) and other ag partnerships. AADG is an informal group of animal agriculture stakeholders including representatives from the U.S. Department of Agriculture (USDA), all sectors of the animal feeding industry and their associations, academia, and states. The group convenes via meetings and calls, as well as on farms and at agricultural events around the country, to keep lines of communication open and develop a shared understanding of how to achieve viable agriculture and clean water.

The contractor shall support efforts to organize an annual in-person AADG meeting. The contractor may also assist EPA Regional Coordinators in convening Regional partnership forums, as web-based or small in-person meetings. The contractor may: provide support for written materials such as meeting agendas or summaries, organize meeting venues or web conferencing; and other related tasks as communicated through technical direction by the WACOR. Should specific projects be identified by the group, the contractor may support certain aspects of developing or implementing tasks associated with those projects. Other ag partners and partnerships that may fall under this task include ACWA, States and Tribes, nutrient technology partners especially the Water Research Foundation, and ag industry groups.

Deliverables and Schedule: Deliverables and schedules will be specified via technical direction and schedules developed with the contractor on a case-by-case basis. For purposes of work plan development, assume approximately 50 hours.

AQUACULTURE

Task 6. Supporting Development of NPDES Aquaculture Permits issued by EPA

Preventing and eliminating EPA permit backlogs is a high priority for EPA, and there are elements of certain new issuance and reissuance processes where contractor assistance will expedite finalization of selected permits. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they need assistance. Permits that fall into this category include the following:

- a. EPA develops NPDES permits for off-shore aquaculture net pen/cage operations in federal waters. This process involves coordinated NEPA assessments with the Corps of Engineers and National Marine Fisheries Service (see Task 7), development of appropriate permit provisions per CWA §§ 402 and 403, fact sheet language, an administrative record, a biological evaluation per the Endangered Species Act, and response to comments. In the Gulf of Mexico, this also involves coordination with other federal agencies per the 2017 *MOU for Permitting Offshore Aquaculture Activities in Federal Waters of the Gulf of Mexico*. EPA Regions 2, 4 and 9 are currently developing individual permits, and/or expecting applications for, net pen/cage systems. Region 4 is planning development of a general permit for the eastern Gulf of Mexico for off-shore aquaculture. Region 10 is expecting an application for a net pen/cage system for federal facility (for which EPA has permitting authority) in Puget Sound. Under this task the contractor shall provide targeted support to these permitting processes, for relevant tasks as determined by the Regional permit writers.
- b. EPA develops NPDES permits for fish hatcheries and other aquaculture operations on tribal lands and in unauthorized states. This process includes reasonable potential analysis, Water Quality Based Effluent Limit (WQBEL) development and other standard NPDES elements, as well as ESA consultation and, for new facilities, National Environmental Policy Act (NEPA) assessments. Currently pending permits are mostly in Regions 1 (Massachusetts and New Hampshire – this will likely be a general permit to cover all relevant facilities) and Region 5 (Tribal Lands) though other permits may be identified during this Option Period. Under this task the contractor shall provide targeted support to these permitting processes, via written technical direction, for relevant tasks as determined by the Regional permit writers.

Deliverables and Schedule: As permitting actions are identified, the WACOR will set up kick-off call(s) with the relevant Regional permitting staff. Specific tasks will be identified at that time. During this Option Period, the most likely permitting actions requiring assistance are: Region 4 Eastern Gulf of Mexico Off-Shore General Permit and Region 1 Hatchery/Aquaculture General Permit (work initiated under WA 2-17). This task may be invoked to assist with additional efforts related to aquaculture permitting, if specific needs arise during the Option Period and adequate funds/LOE are available. For purposes of work plan development, assume approximately 200 hours.

Task 7. Support NEPA Assessments for Off-Shore Aquaculture

EPA develops NPDES permits for off-shore aquaculture operations in federal waters. This process involves coordinated National Environmental Policy Act (NEPA) assessments with the Corps of Engineers (as a coordinating agency) and National Marine Fisheries Service. To date there are several proposed and/or pending net pen/cage systems proposed for off-shore (federal) waters that will require NEPA assessments. Under this task the contractor shall provide support to EPA (in conjunction with other federal agencies, in the case of coordinated NEPA processes) to undertake NEPA assessments and compile the relevant documentation, i.e., either an Environmental Assessment or Environmental Impact Statement. In addition, the contractor may be asked to assist in development of some general SOPs or content templates for NEPA assessments for off-shore aquaculture and/or coordinate with NOAA's National Ocean Services (NOS) where NEPA assessments/elements dovetail with NOS development of tools for siting off-shore aquaculture operations.

Deliverables and Schedule: Scoping for the NEPA assessment for the eastern Gulf of Mexico was begun during the prior option period. The contractor will continue those efforts, and work with the WACOR and Region 4 to further develop and refine this assessment. As requested by the WACOR, information compiled for this assessment may also be used to support the Southern Mississippi State/Manna permitting action in the Gulf. In addition, should the Long Island Manna project move into the pre-application/application stage, the contractor may support that NEPA assessment. For purposes of work plan development, assume approximately 300 hours.

IMPLEMENTATION OF CWA 316

Task 8. Providing Support for Thermal Discharge Permitting Activities

Preventing and eliminating EPA permit backlogs is a high priority for EPA, and there are elements of certain new issuance and reissuance processes where contractor assistance will expedite finalization of selected permits. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they need assistance. This may include thermal mixing zone modeling, mixing zone modeling or other aspects of developing thermal limits. This may also include development of other elements of a relevant permit.

Deliverables and Schedule: The WACOR will set up calls with specific Regions to kick-off specific projects, as EPA Regional needs are identified. For purposes of work plan development assume 60 hours.

Task 9. Providing Support for 316(b) Permitting Activities

Preventing and eliminating EPA permit backlogs is a high priority for EPA, and there are elements of certain new issuance and reissuance processes where contractor assistance will expedite finalization of selected permits. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they need assistance.

Deliverables and Schedule: As permitting actions are identified the WACOR will set up kick-off calls with the relevant Regional office. For purposes of work plan development assume 240 hours.

DIRECT HYDROLOGIC CONNECTIONS

Task 10. Developing a Database to Support Comment Response

The contractor shall support EPA's evaluation of comments received in response to the April 15, 2019 Interpretive Statement on releases of pollutants from a point source to groundwater. Comments are being received through www.regulations.gov and the contractor shall work with the WACOR to obtain these comments. This task includes creating the comment database, entering all comments into the database with appropriate coding and grouping comments according to an issue area and type of commenter. Following development of the comment database, the contractor shall compile a comment summary document.

The contractor shall provide comment database access for EPA staff for comment review and evaluation. The WACOR may task the contractor with loading EPA-generated responses into the comment database. The contractor will prepare a final comment response summary document within 4 weeks of the WACOR's determination that all comments have been entered and final responses provided.

The contractor shall also prepare agendas and meeting summaries of all calls and meetings with EPA in support of this task.

Deliverables and Schedule: Within 14 days of EPA providing the necessary technical direction and ensuring that the contractor has access to all comments, a draft comment database shall be provided by the contractor. During that time the contractor shall consult with EPA on refining coding and grouping decisions. Within 4 weeks of receiving the WACOR's determination that all responses in the database have been finalized, the contractor shall provide a final comment response database to EPA. The contractor shall also provide a final comment response summary document within 4 weeks of the WACOR's determination that all comments have been entered and final responses provided. The contractor shall also provide conference call/meeting summaries to EPA within 3 business days of any call or meeting. For purposes of work plan development assume 180 hours.

Quality Assurance Statement:

Some of the tasks in this work assignment are being carried forward from the WA 2-17, and are already included in the project QAPP, as applicable. New projects may include the analysis of existing data, but do not involve the generation of new data. Therefore, some simple QAPP elements will be required.

EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The contractor shall submit the QAPP within 15 days of

the submittal of the work plan, or agreement between the WACOR and contractor on the relevant Task strategy, as relevant.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR and the Contracting Officer immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

All non-local travel shall be authorized in advance by the EPA CL-COR and shall be in accordance with the contract. Travel for any single task should not exceed \$1,000 unless trip has been pre-approved.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE REQUIREMENTS AND MEASUREABLE STANDARDS: This WA

will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-17				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Support for Animal Agriculture				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/05/2019 To 06/30/2020				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,340						
07/01/2016 To 06/30/2021										
This Action:				255						
Total:				1,595						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jennifer Molloy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1939			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-17
Amendment 1

1. **TITLE:** Support for National Pollutant Discharge Elimination System (NPDES) Areas: Animal Agriculture, Aquaculture, Clean Water Act (CWA) 316, Direct Hydrologic Connections and Market -Based Water Quality Projects
2. **PERIOD OF PERFORMANC:** Date of Issuance through June 30, 2020
3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE:**

WACOR Name: Jennifer Molloy Phone: 202-564-1939 FAX: 202-564-6392 molloy.jennifer@epa.gov	USPS Mailing Address: 1200 Pennsylvania Avenue Washington DC 20460	Courier Address: 1201 Constitution Avenue Washington DC 20004
ALTWACOR Name: Jackie Clark Phone: 202-564-6582 FAX: 202-564-6392 clark.jackie@epa.gov	USPS Mailing Address: 1200 Pennsylvania Avenue Washington DC 20460	Courier Address: 1201 Constitution Avenue Washington DC 20004

4. **PURPOSE:**

The purpose of Amendment 1 is to:

1. Add one additional Project (#3) under the original Task 2 with no additional Level of Effort (LOE), as adequate LOE has already been allocated to the overall task.
2. Add one additional Task (#11) with the addition of 205 LOE.
3. Add one additional Task (#12) with the addition of 50 LOE.

5. **ESTIMATED LEVEL OF EFFORT (LOE):** 255 hours.

6. **BACKGROUND INFORMATION:**

Market-Based Water Quality Efforts. In February 2019, EPA issued a memo *Updating the Environmental Protection Agency’s (EPA) Water Quality Trading Policy to Promote Market-Based Mechanisms for Improving Water Quality*. As part of a ‘next steps’ effort EPA will support state efforts to create or enhance market-based projects or programs.

7. **SCOPE OF WORK**

Task 2. Supporting State, Tribal and Regional Initiatives to Support Water Quality Initiatives Associated with Agricultural Operations

Project 3. Colorado Department of Public Health and Environment (CDPHE) with Region 8. This effort was initiated prior to Option Period 3. Colorado CDPHE plans to proactively offer technical assistance to high-risk livestock operations in advance of actual water quality problems or permit violations occurring. In order to identify facilities that may have one or more high risk factors, e.g., proximity to waters of the state, highly erodible slopes and soils, proximity to the urban/rural interface, CDPHE is interested in taking a ‘heat map’ approach to identify where these risk factors are highest and which operations may be located in these areas. The contractor shall obtain and supplement as necessary digital layers for ‘risk factor’ variables identified by CDPHE and compile them into a georeferenced mapping system (specific geographic information systems (GIS) format to be decided). In consultation with CDPHE the contractor shall weigh the risk factors and appropriately code the map layers.

Deliverables and Schedule: The contractor shall continue working with CDPHE and EPA to complete the inclusion of digital ‘risk factor’ layers and appropriately assign relative weightings for each. The WACOR shall continue to convene regular check-in calls. The contractor may also work, as needed and as requested by the WACOR thru technical direction, with CDPHE on specific details. Draft projects shall be provided to EPA and CDPHE for review and modifications per comments made as decided during check-in calls or per written technical direction from the WACOR. The contractor shall deliver a final heat map to EPA and CDPHE in the determined format.

MARKET-BASED WATER QUALITY EFFORTS

Task 11. Supporting Market-Based Water Quality Efforts

EPA seeks to provide support to State, Tribal and Regional programs in the form of contractor assistance to develop or supplement utilization of market-based approaches to improve water quality, including piloting untried approaches in an attempt to better document scientific, technological, economic, social or policy factors. The State, Tribal or Regional program can propose an array of projects as long as there is reasonable demonstration of a water quality need and a reasonable expectation of a product or outcome that will lead to improved water quality. Examples of technical assistance include but are not limited to: researching and compiling strategy documents; planning and convening meetings; developing outreach materials; conducting data analyses or modeling; and organizing and/or providing training on relevant topics. LOE will vary depending on the types of service needed. The following are projects adequately scoped out at the time this work assignment is being written. Other projects that fall within this scope of work may be initiated under this task during this Option Period via a WA amendment.

Project 1. Colorado Department of Public Health and Environment (CDPHE) with Region 8. Colorado faces water quality challenges from selenium primarily associated with irrigated agriculture due to the underlying selenium laden shale. Utilizing the existing state

water quality trading policy, and considering other relevant policies and regulations, CDPHE plans to develop a trading strategy or blueprint focused on selenium. Water quality trades for selenium have been contemplated (i.e., California grasslands), but never transacted; EPA considers that this project will pilot trading for a new class of pollutants and explore issues associated with trading persistent bioaccumulative toxics (PBTs). The contractor shall work closely with CDPHE to identify the options for trading selenium within the state's existing policy; research relevant experiences and information related to selenium in other jurisdictions; identify the necessary tools and frameworks that would be needed to develop a selenium trading program and the available tools that could meet those needs; identify potential sellers and purchasers of credits and their motives/drivers for participating in a trade; and other tasks as determined in consultation with CDPHE, EPA and other stakeholders. Based on the foregoing, the contractor shall develop a short- to mid-term (2-3 year) blueprint for development of a market-based selenium program that shall include: a description of the water quality challenges; specific objectives for a selenium trading program in Colorado; a strategy with timelines and milestones that outline the who, what and how of building the program, including enough detail on any research, modeling or other analyses needed to bring this to fruition. As the project develops, some consideration should be given to how the blueprint, strategies and tools might apply more broadly, i.e., to nutrient or other pollutant trading. Consideration should also be given to issues associated with trading PBTs. Details may change or be clarified as the project evolves. If adequate funding/LOE remains, and at the discretion of EPA and in consultation with CDPHE, the contractor may be engaged in initial stages or specific elements of blueprint implementation.

Deliverables and Schedule: The WACOR will set up a kick-off call with CDPHE, EPA and the contractor to clarify goals, specific work items and short-term schedules. Delivery schedules for interim and final deliverables shall be identified as the project progresses. The WACOR will schedule regular check-in calls. The contractor shall work with CDPHE and other stakeholders, as necessary, to advance development of the blueprint. Draft materials shall be provided to EPA and CDPHE and revisions made per comments, based on schedules as agreed to with the WACOR. For purposes of work plan development assume 205 hours for this task.

RESPONSE TO COMMENTS

Task 12. Assisting with Response to Comments. The contractor will be given access to the Office of Water, Office of Wetlands, Oceans and Watersheds (OWOW)'s database of comment excerpts submitted in response to the proposal of the EPA's Waters of the United States (WOTUS) Step 2 Rule. The contractor shall summarize comment "snippets" focused on NPDES-related issues for EPA review.

Deliverables and Schedule: Comment "snippet" summaries shall be completed by the contractor within 14 days of EPA providing the necessary technical direction. The contractor should also be available for any needed discussions and modifications of these comment

summaries. This is an expedited effort and the time frame for the project is expected to commence immediately and conclude around the end of August or early September 2019, though timelines may be extended. For purposes of work plan development assume 50 hours for this task.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-17								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3	Title of Work Assignment/SF Site Name Support for Animal Agriculture								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/07/2020 To 06/30/2020								
Comments: Amendment 000002 rennumbers existing tasks #8 through #12 as #9 through #13 and adds a new Task #8 under the heading Supporting Outreach Efforts on Aquaculture and a new Task #14 titled Pesticide General Permit.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,595						
07/01/2016 To 06/30/2021										
This Action:				920						
Total:				2,515						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Jennifer Molloy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1939			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-17
Amendment 000002

1. **TITLE:** Support for National Pollutant Discharge Elimination System (NPDES) Areas: Animal Agriculture, Aquaculture, Clean Water Act (CWA) §316, NPDES-Related Response to Comments, Market -Based Water Quality Projects, Response to Comments and Pesticide General Permit
2. **PERIOD OF PERFORMANCE:** Date of Issuance through June 30, 2020
3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVES (WACOR):**

WACOR Name: Jennifer Molloy Phone: 202-564-1939 FAX: 202-564-6392 molloy.jennifer@epa.gov	USPS Mailing Address: 1200 Pennsylvania Avenue Washington DC 20460	Courier Address: 1201 Constitution Avenue Washington DC 20004
ALTWACOR Name: Jackie Clark Phone: 202-564-6582 FAX: 202-564-6392 clark.jackie@epa.gov	USPS Mailing Address: 1200 Pennsylvania Avenue Washington DC 20460	Courier Address: 1201 Constitution Avenue Washington DC 20004

4. **PURPOSE:**

The purpose of Amendment 000002 is to:

1. Add a new Task #8 under the Aquaculture heading, *Supporting Outreach Efforts on Aquaculture*, with the addition of 100 LOE (scope of work described below).
2. Renumber existing tasks #8 through #12 as #9 through #13.
3. Add a new Task #14, *Pesticide General Permit*, with the addition of 820 LOE (scope of work described below).

5. **ESTIMATED LEVEL OF EFFORT (LOE):** 920 hours.

6. **BACKGROUND INFORMATION:**

Pesticide General Permit. The NPDES permitting program regulates discharges from pesticide applications consistent with section 402 of the Clean Water Act (CWA). Point source discharges of biological pesticides and chemical pesticides that leave a residue into waters of the U.S. are required to comply with NPDES requirements. The Environmental Protection Agency (EPA) and the states issue Pesticide General Permits (PGPs) to offer coverage for pesticide operators. EPA's

2016 PGP is effective from October 31, 2016 through midnight October 31, 2021. The Office of Wastewater Management (OWM) began development of the 2021 PGP in 2019.

7. SCOPE OF WORK

Task 8. Supporting Outreach Efforts on Aquaculture

The EPA is making commitments in the National Science & Technology Committee, Subcommittee on Aquaculture Regulatory Task Force Report to undertake outreach to aquaculture/concentrated aquatic animal production (CAAP) sectors to provide more information on how to work with their permitting authorities during permit reissuances and inspections. The aquaculture industry, primarily via the National Aquaculture Association (NAA), has expressed an interest in possibly making this two-way outreach, i.e., providing EPA and state programs some basic information on aquaculture production systems (as would be relevant to water quality and NPDES) so that permit writers and inspectors can be more effective at establishing permit conditions and evaluating compliance. Outreach and education efforts may also include dissemination to a broader audience about the environmental impacts of and the regulatory frameworks for various aquaculture sectors. During this Option Period EPA would like to lay the groundwork for these efforts by developing an aquaculture outreach and education strategy including: outlining goals and objectives and establishing initial priorities and schedules. Some initial outreach and education efforts will be initiated during this Option Period.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss the initial priorities. Partners on this effort will include EPA Regional aquaculture NPDES points of contact, NAA/industry representatives, and possibly other federal or state agency representatives. Deliverables and schedules will be decided with the WACOR as the project develops. For purposes of work plan development assume 100 hours for this task.

Task 14. Supporting EPA's 2021 Pesticide General Permit (PGP) Development

The Contractor shall support the EPA in preparing for the issuance of the 2021 PGP. The EPA plans to public notice the draft 2021 PGP by July 2020 and to issue the final 2021 PGP by April 2021. The contractor shall support EPA's 2021 draft PGP development, which may include, but is not limited to:

- Assisting with formatting and finalizing the draft permit, fact sheet and permit forms for the public notice in July 2020;
- Updating the universe and cost analysis to support the draft permit;
- Participating in conference calls with the Services regarding the biological evaluation revision and consultation;
- Revising the biological evaluation to initiate formal Endangered Species Act (ESA) consultation in August.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines of PGP reissuance, with initial emphasis on the schedule for this option period. Unless otherwise specified through technical direction, deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical direction from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from the EPA. For purposes of work plan development assume 820 hours for this task.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-20	
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3		Title of Work Assignment/SF Site Name National Pretreatment Program			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW 3.1, 3.4, 3.7, 3.8, 3.9. 6.0, 6.1, 7.0, 9.0			
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2019 To 06/30/2020	
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.							
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
SFO <input type="checkbox"/> (Max 2)							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents) Site/Project (Max 8) Cost Org/Code
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period:		Cost/Fee:		LOE: 0			
07/01/2016 To 06/30/2021							
This Action:				3,550			
Total:				3,550			
Work Plan / Cost Estimate Approvals							
Contractor WP Dated:				Cost/Fee		LOE:	
Cumulative Approved:				Cost/Fee		LOE:	
Work Assignment Manager Name Rebecca Christopher						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number: 202-564-2444	
						FAX Number:	
Project Officer Name Tangela Cooper						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number: 202-566-0369	
						FAX Number:	
Other Agency Official Name						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number:	
						FAX Number:	
Contracting Official Name Tammy Adams						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number: 513-487-2030	
						FAX Number:	

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-20**

TITLE: National Pretreatment Program Support

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Rebecca Christopher WACOR Phone: (202) 564-2444 Fax (202) 564-6431 Christopher.Rebecca@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7146E Washington, DC 20004
Jan Pickrel Alternate WACOR, Phone: (202) 564-7904 Fax: (202) 564-6431 Pickrel.Jan@epa.gov		EPA East Building 1201 Constitution Ave., NW Room 7146J Washington, DC 20004

PERIOD OF PERFORMANCE: July 1, 2019 through June 30, 2020

PURPOSE: The Water Permits Division (WPD) within the Office of Wastewater Management (OWM) is responsible for the development and implementation of the National Pretreatment Program, which is a component of the National Pollutant Discharge Elimination System (NPDES) program. This program and its regulations address requirements for and oversight of Publicly Owned Treatment Works (POTWs) and Industrial Users (IUs, who are non-domestic dischargers), as well State programs to oversee the POTWs and IUs. These regulations and programs require states and POTWs to develop local pretreatment programs to assess, manage, and regulate pollutants introduced into POTWs from IUs. The goals of such pretreatment programs include reducing the risk to human health and aquatic life resulting from the POTW wastewater (effluent) discharges and sludge disposal options by preventing the interference of the POTW treatment plant operations and pass through of pollutants, to improve opportunities to recycle, reclaim, and reuse municipal and industrial wastewaters and sludges, and to prohibit the introduction of pollutants which result in the presence of toxic gases, vapors, or fumes that may cause acute worker health and safety problems. To achieve these goals, OWM is committed to developing and updating guidance materials and instructional materials to communicate such existing, new, and newly revised requirements to IUs, municipalities, states, and EPA Regions.

OBJECTIVE: This work assignment will provide a broad base of technical and administrative tools to support EPA's implementation of the Pretreatment Program Regulations (40 CFR 403). Contractor support shall provide resources needed to support EPA and its State partners in the development of outreach materials (e.g., guidance, fact sheets, case studies, briefings), support training opportunities (e.g., workshops and webinars), and support assessment of POTW and

state strategies (using EPA checklists and models, and compiling data from EPA databases).

In addition, new regulations, standards, and policies have been issued or in the process of being developed, for which existing guidance materials and instructional materials need to be updated and communicated, or for which new outreach materials need to be developed.

TASKS:

Task 0 - Work Plan, Budget Development and Management

The contractor shall participate in a kickoff conference call with the WACOR within 30 days of the work assignment's effective date.

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.3 MONTHLY PROGRESS REPORT (EPAAR 1552.210-72) (JUN 1996).

The contractor shall meet with the WACOR either in person or via telephone approximately three to four (3-4) hours per month to discuss work assignment planning issues. During this regular meeting, the contractor shall be prepared to discuss updates for tasks outlined below and the contractor shall provide a summary update for tasks via email before each meeting.

Task 1: Rule Revisions Follow-up Activities: Guidance Manual Update and Informational Brochure Development [3.4, 3.7, 3.8]

EPA revised the General Pretreatment Regulations at 40 CFR Part 403 twice in 2005 ("Streamlining", 70 FR 60135, October 14, 2005, and "CROMERR", 70 FR 59848-89, October 13, 2005) and once in 2015 (NPDES Electronic Reporting Rule, 80 FR 64064-158, October 22, 2015). Additional rules affecting pretreatment program implementation include one in 2016 (Unconventional Oil and Gas Extraction Effluent Guidelines, 81 FR 41845-57, June 28, 2016), and in 2017 (Dental Effluent Guidelines, 82 FR 27154-78, June 14, 2017). In 2019, two new regulations with Pretreatment implications were finalized ("NPDES Applications and Program Updates Rule" [84 FR 3324, February 12, 2019] and "Management Standards for Hazardous Waste Pharmaceuticals" (84 FR 5815, February 22, 2019). Consequently, EPA continues to review existing guidance manuals and informational brochures and prioritize them for updating in order to ensure consistency with current regulation and policy.

The Office of Wastewater Management (OWM), also, in support of effluent limitation development for both NPDES Permits and IU Control Mechanisms, works with other EPA Offices to communicate results of studies, the development of new analytical methods and the use of monitoring tools. For example, OWM may summarize the results of an Office of Water/Office of Science and Technology (OST) industry sector "detailed study" conducted as part of

the Effluent Guidelines Program into an informational brochure of approximately 5 pages in length to help permit writers or to improve potential permittees' understanding of their regulatory responsibilities or might compile a set of "Frequently Asked Questions" into a document for publication.

For this task, the contractor shall support EPA by:

- For all documents:
 - Participating in EPA workgroup conference calls, collecting and compiling written comments and verbal comments received during the conference calls.
- For documents selected for revision:
 - Reviewing the existing manuals and identifying provisions that have been the subject of regulation or policy change since publication;
 - Recommending draft text to incorporate new regulation and policy change into the draft manuals.
- For documents that have received comments:
 - Recommending text to address comments received within 2 weeks of receipt of comments;
 - Editing the draft documents to incorporate EPA's decision on the recommended ways to address received comments within 2 weeks of EPA direction;
 - Following receipt and incorporation of edits from EPA management review, the contractor shall process final document for publication and/or webposting.

Subtask 1A. Guidance Manual Updates [3.4, 3.8]: Document updates are currently in various stages of completion: some document updates are being drafted, some are in draft form and being reviewed by stakeholders and management, and some are being finalized after resolution of received comments. Documents #1 and #2 are companion documents and "over-arching" general programmatic documents, that may need additional edits as the other documents (further down on the list below) are updated and revised. For all documents, contractor shall provide technical editing services prior to web publication and conform to Agency web publication requirements. Per technical direction from WACOR, contractor shall assist EPA in comment resolution processes outlined below for each manual.

1. *Procedures Manual for EPA and States Reviewing a POTW Pretreatment Program Submission* ("Procedures Manual" update to October 1983 document) – WACOR has a draft final document into which stakeholder comments (EPA Regional staff and State Coordinators) have been incorporated. EPA will provide electronic file to contractor. Contractor shall support EPA to identify needed revisions to this document, as needed, to ensure agreement with associated topics discussed in the documents below (particularly the Guidance Manual for POTW Pretreatment Program Development), as the documents below are updated and revised.
2. *Guidance Manual for POTW Pretreatment Program Development* ("Development Manual" update to October 1983 document) – WACOR is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA by revising document upon receiving

comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting responses to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in the Procedures Manual (#1, above) and drafting revised text to ensure agreement between these two companion documents.

3. *Guidance for Developing Control Authority Enforcement Response Plans* (“ERP Manual” update to September 1989 document) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA by revising document upon receiving comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in Manuals #1 and #2 (above) and drafting revised text to ensure agreement between these three documents.
4. *Industrial User Permitting Guidance Manual, Appendix I – Combined Wastestream Formula and Appendix J – Production-Based Standards* (Appendices were previously a standalone document entitled Guidance Manual for the Use of Production-Based Pretreatment Standards and the Combined Wastestream Formula, update to September 1985 document) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA by revising document upon receiving comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in Manuals #1 and #2 (above) and drafting revised text to ensure agreement between these three documents.

Contractor is advised to calculate the manpower and costs requirements for the activities required to bring two of the above guidance manuals to completion in a publishable form during the option period.

Subtask 1A Deliverables: Contractor shall recommend revisions to address comments within 2 weeks of receipt of comments from EPA and other stakeholders. Contractor shall revise final documents within 2 weeks of WACOR concurrence in suitable format for publication, and website posting.

Subtask 1B. Informational Brochures [3.4, 3.7, 3.8]: For items #1-3 below, documents are currently in various stages of completion: some document updates are being drafted, some are in

draft form and being reviewed by stakeholders and management, and some are being finalized after resolution of received comments. Information from some of these documents will ultimately be incorporated into updates to the Guidance Manuals listed in Subtask 1A. For all documents, contractor shall provide technical editing services prior to web publication and conform to Agency web publication requirements. Per technical direction from WACOR, contractor shall assist EPA in comment resolution processes outlined below for each document.

1. *Streamlining Significant Non-Compliance (SNC) Factsheet* (“SNC Factsheet” based on 2005 regulation changes) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA in soliciting stakeholder comments (EPA Regional staff only). Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA by preparing document for finalization (technical editing, formatting, 508 compliance for webposting).
2. *Pretreatment Program pH Requirements for Industrial Users* (“pH FAQs”) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA in soliciting stakeholder comments (EPA Regional staff only). Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA by preparing document for finalization (technical editing, formatting, 508 compliance for webposting).

Per technical direction from WACOR, the contractor shall also anticipate developing 1 informational brochure (e.g., “Frequently Asked Questions” [FAQs] format or case study reports), designed to help NPDES permit writers and Pretreatment Program Coordinators on a variety of topics pertinent to program implementation, typically by reformatting previously published materials (e.g., excerpting preamble language from a published regulation on a particular topic). Example subjects might include recent changes in the federal regulations, recent studies completed on particular industry sectors, policy issues or Frequently Asked Questions compilations for various topics.

Subtask 1B Deliverables: Draft document shall be completed within 30 days of technical direction. Upon receipt of comments from EPA, contractor shall submit revised draft-final version of document to EPA within 2 weeks of EPA comments. Contractor shall revise final documents within 2 weeks of WACOR concurrence in suitable format for publication, and website posting.

Task 2: EPA-Regional and State Technical Activities Support [3.1, 3.4, 3.7, 3.8, 3.9, 6.0, 6.1, 7.0, 9.0]

Subtask 2.A. Audits and Inspections [9.0]: The contractor shall support EPA in conducting on-site program reviews and more formal program “audits” or inspections of States and/or POTW Pretreatment programs [Pretreatment Compliance Audit or PCA, and Pretreatment Compliance

Inspection or PCI, respectively]. Inspections shall include an assessment of the extent to which States, POTWs or industrial discharges to POTWs, are complying with requirements in approved Pretreatment Programs, POTW National Pollutant Discharges Elimination System (NPDES) Permits and IU permits, State and federal regulations. The contractor shall follow the procedures outlined in the EPA audit guidance manual, preparing forms and a narrative summary. See Control Authority Audit Checklist and Instructions (EPA #833/B-10-001, February 2010) http://www3.epa.gov/npdes/pubs/final_pca_checklist_and_instructions_%20feb2010.pdf and updates, and also Form 3560. Refer also to updated IU Inspection and Sampling Manual (EPA #831/B-17-001, January 2017, <https://www.epa.gov/sites/production/files/2017-01/documents/iuinspect.pdf>). For Pretreatment Compliance Inspections (PCIs), the same general procedures are followed. For both PCAs and PCIs, certain program elements (e.g., legal authority review, local limits development) may be identified by the EPA Regional coordinator per site for exclusion from the overall review.

Audits and Inspections shall be performed by credentialed staff that satisfy the following requirements:

- Inspector credentials as required by Contractor Credentials Guidance Memo (dated 31 May 2013), including, but not limited to, completion of mandatory inspector training requirements identified in EPA Order 3500.1
- Minimum 5 years' experience performing pretreatment audits and inspections of POTWs and industrial users, including:
 - Pretreatment program development and evaluation
 - Standards application (standard and specific prohibitions, categorical standards, local limits)
 - Local limits development

If a team of two or more employees is conducting an audit or inspection, at least one member of the team should have a minimum of five years' experience performing pretreatment audits and inspections.

- Satisfactory knowledge and skills required in Table 2.2 of IU Inspection and Sampling Manual

EPA or the State will furnish the contractor with background documents (POTW permit and fact sheet, annual report, prior audit report) particular to each POTW Pretreatment Program, with which the contractor is expected to be familiar prior to the audit/inspection. Such familiarization is expected to take approximately 8 hours of collective staff time prior to each audit. The contractor shall not conduct any sampling or analysis of POTW or industrial user influent or effluent, nor statistical sampling.

Locations:

The contractor shall support EPA Region 2 for 2-3 audits in New York state. These audits should be complete by June 30, 2020. EPA staff will perform the legal authority review, local limits review and enforcement response plan review for these facilities. EPA will send one staff member on these audits. The contractor shall send one or two staff members on each of the audits. Cities at this time are projected to be:

1. Albany (3 industrial inspections):
2. Rensselaer County (2-3 industrial inspections)

3. Gloversville-Johnstown (3-4 industrial inspections) – this city is pending funding availability.

In addition to the anticipated audits for New York, the contractor shall estimate its manpower and cost requirements to conduct PCIs or PCAs for approximately 7-10 additional small-to-medium POTW pretreatment programs (<15 Significant Industrial Users) at locations to be identified pending funding. Contractor shall assume this subtask will require two experienced technical employees with the qualifications outlined above.

All audits and inspections are pending technical direction from WACOR.

Subtask 2A Deliverables: Draft audit/inspection report due within 30 days of conducting onsite activities. Draft report will be revised and finalized within 10 days of the WACOR providing comments to contractor.

Subtask 2B. Program reviews [3.1, 3.4]: Per technical direction from WACOR, the contractor shall support EPA's assistance to Regions in examining received State or POTW pretreatment reports, typically as a more in-depth analysis of a single programmatic element. Typical documents for review include "industrial waste inventories" (or "survey" identifying industrial pollutant sources to POTWs), local limits development packages, local ordinances (assessment of legal documents supporting local pretreatment program strategy), or annual POTW reports (submissions in compliance with 40 CFR 403.12(i)). Contractor is advised to calculate the manpower and cost requirements needed for five program reviews.

No travel is required for these reviews.

Subtask 2B Deliverables: Draft program review summary, within 30 days of written technical direction to begin the effort. Draft reports will be revised and finalized within 10 days of the WACOR providing comments to contractor.

Subtask 2C. Meeting Support, Conferences, Training Events [3.9, 6.1]: The contractor shall support EPA in conducting training on pretreatment, industrial and municipal wastewater topics. General Meeting and Training Support shall include procuring conference space, compiling and updating already developed training materials or developing specialized training materials for a particular program subject or area (e.g., ICIS data entry and using ECHO, dental regulation implementation, hazardous waste, anaerobic digesters), drafting proposed agenda following conference call with EPA, registering students for the training, compiling handout materials for students, presenting materials (as part of a team of EPA, state, and municipal representatives). Depending on the specific training event and topics, the bulk of the student handout materials may be provided electronically for download.

Based on technical direction, contractor shall provide one staff person to support EPA with instruction during the following trainings.

1. Annual EPA New England Industrial Pretreatment Coordinators Workshop
October 21-23, 2019
UMASS Lowell Inn and Conference Center

For this task, contractor shall assume that support is needed with agenda development, presentation material development, and instruction.

2. Region 5 Training for Approved POTWs

April 5-6, 2020

Chicago, IL Region 5 EPA offices

For this task, contractor shall assume that support is needed with agenda development, presentation material development, and instruction.

Additional training events are in development and pending funding and technical direction from WACOR. The contractor is advised to calculate its manpower and cost requirements based on training support expected for:

- 3 events of 2-day duration for approximately 150 municipal and state employees, coordinated with EPA Regional pretreatment staff, on general pretreatment program topics. Locations will be comparable to costs for a training in Chicago, IL.

When securing space for events, contractor shall give preference to no-cost local municipal or state or federal facilities for conference space before contracting with conference space for cost. Hotel “block of rooms” for participants shall only be needed to be reserved for the Regional and municipal/state event, and location will be communicated to contractor by EPA COR after consultation with applicable EPA Region staff.

Subtask 2C Deliverables: The contractor shall support EPA with development of agenda, presentation materials, and instructors. A draft agenda shall be finalized at least 30 days prior to each event. Draft presentation and training material shall be finalized within 15 days prior to each event. Agenda, presentations, training materials and compilation of student handouts shall be finalized 5 days prior to each event. Contractor shall finalize meeting notes and action items within 10 days following the event. Comments from EPA shall be incorporated within 5 days of EPA technical direction. Contractor shall develop event evaluations and finalize evaluation reports within 10 days following the event.

Subtask 2D. Webinar Support [6.0, 6.1]: The WACOR will identify 4 topics which the contractor shall develop (or convert an existing topic) into a training module format (typically Microsoft PowerPoint compatible) and provide webinar support. The Webinars have not been scheduled as of yet and may be spaced equally throughout the period of performance. For planning purposes, the contractor shall assume that a webinar will be approximately 1.5 hours in length and may be ‘attended’ by up to 1000 connections and shall be archived and posted with access on the EPA website for future viewing.

Topics will be determined during scheduled conference calls with the WACOR within 30 days of work assignment issuance. Anticipated topic areas may include:

- Calculating Permit Limits for Industrial Users (Combined Wastestream Formula and Production-Based Standards)
- Legal authority and Enforcement Response Plans

- Reporting under 40 CFR 403.12(j) and (p)
- Data tools for Permit Writers and Permittees
- Hauled Waste and Anaerobic Digesters
- Industrial User Inspections

Subtask 2D Deliverables: The contractor shall be responsible for providing staff support for the following items:

- Assist EPA with setting up webinar date, identifying necessary equipment and making appropriate reservations for webinar.
- Assist EPA in Notifications/Advertisement of Webinar, including an announcement on EPA's webpage. Announcements shall be broadcast at least 30 days prior to event.
- Assist in setting up and managing enrollment for the webinar using the appropriate designated EPA platform (e.g., Adobe Connect), support for managing registration of participants and providing webinar logistics.
- Work with EPA to finalize slides and other training materials (limited support required). Agenda, presentations, and training materials shall be finalized 5 days prior to each event.
- Develop and distribute certificates of participation to attendees.
- Develop event evaluations and finalize evaluation reports within 5 days following the event.
- Assist EPA to arrange for recording and archiving of the webinar on an EPA webpage within 5 days of event.

Task 3: EPA National Program Implementation Support [3.1, 3.4, 3.7, 6.0, 7.0]

The contractor shall provide general program support for a variety of technical and administrative activities.

Subtask 3A. Oversight Activities [3.1]: EPA has developed permit quality checklists for use in assessing NPDES permits issued to POTWs and IU permits. EPA checklists and assessment guidance are currently being developed in a separate work assignment. EPA will focus on indirect dischargers in the food processing sector both in cities with and without pretreatment programs. EPA has developed a draft checklist and guidance for this review process.

For states where EPA is the Pretreatment Program Approval Authority, following technical direction, the contractor shall draft Pretreatment PQR reports that characterize the results of the permit assessment (e.g., identifying action items to return permits to compliance with regulatory requirements and policy, deficiencies in documentation, etc.) using a format provided by the WACOR, report on compliance activity status (typically obtained from EPA Integrated Compliance Information System database (ICIS-NPDES)).

Permit Quality Reviews in progress or anticipated for FY19-20 include:

1. Pennsylvania
2. New York
3. US Virgin Islands

4. Indiana
5. Puerto Rico

Contractor shall anticipate conducting approximately 5- 8 PQRs. Work shall not begin until technical direction is received from WACOR.

In addition, glean information from the above PQR review(s), the contractor will compile permitting and implementation best practices from the FY18-19 and FY19-20 State PQRs into a multi-state summary guide for NPDES and POTW permit writers. Contractor shall develop a draft outline for the guide by September 3, 2019. Due date for the development of the draft document will follow EPA comments on the draft outline.

Subtask 3A Deliverables:

- Draft State Pretreatment PQR report shall be completed within 30 days of technical direction.
- The contractor shall edit the draft documents to incorporate EPA's comments within 2 weeks of receipt of EPA's comments.
- Draft outline for permitting and implementation best practices for POTWs receiving food processing waste document due September 3, 2019.

Subtask 3B. Data Management [3.1, 3.4]. EPA issued the NPDES Electronic Reporting Rule on October 22, 2015 <http://www2.epa.gov/compliance/final-national-pollutant-discharge-elimination-system-npdes-electronic-reporting-rule>.

- Electronic Reporting by POTWs of annual pretreatment program reporting is required in accordance with Phase II of the rule, i.e., 2020.
- Electronic Reporting by Industrial Users for which States and EPA are the Control Authority is required in accordance with Phase II of the rule, i.e., 2020.

The first step in receiving reports electronically requires entry of "facility level data" (including name and locational information, permit limits, and other system required elements) into ICIS-NPDES. Generally speaking, this may be supported by uploading of data from spreadsheets. See EPA's Data Entry Guidance and Technical Reports for required data fields and suggested spreadsheet formats.

1. Per technical direction from WACOR, contractor shall support EPA to develop Industrial User inventories for a defined geographical area (e.g., a named state, such as New York, or a sewershed for a particular POTW, such as POTWs in SNC where State or EPA is the Control Authority). Contractor shall use existing EPA databases and records, as well as other publicly available sources to compile a preliminary inventory. Contractor shall support EPA in cataloguing potential Industrial Users per the definition of Significant Industrial User (40 CFR 403.3(v)) and identifying any missing information that may prevent identification of facility level data for Significant Industrial Users. This support may include drafting correspondence to receive clarifying information from prioritized Industrial Users, review of additional reports received from the Industrial Users, and limited onsite inspections.

2. Per technical direction from WACOR, contractor shall support EPA to extract relevant facility level data and permit limits for the Industrial Users from various reports or control mechanisms provided by the States and EPA, and input the data into spreadsheets/format for uploading. For purposes of estimating cost and manpower, Contractor shall assume that states similar to Illinois and Indiana will each have approximately 100 facilities for which facility level data need spreadsheet formatting.

Subtask 3B Deliverables:

1. Contractor shall provide list of potential SIU inventory per identified POTW within 15 days of WACOR identification of POTW.
2. Contractor shall provide updated spreadsheets of IU facility level data within 30 days of assignment.

Subtask 3C. Support EPA communications and outreach [3.7, 6.0, 7.0]: Per technical direction from WACOR, contractor shall:

1. Attend and summarize discussions from conference calls with EPA Regional Pretreatment Coordinators (typically monthly) and conference calls with State Pretreatment Coordinators (typically held every other month). Contractor shall add metadata to call summaries when posting to SharePoint.
2. Summarize or index significant discussions (including from Listserve) when identified by EPA. Contractor shall assume 4 listserv summarizations for purposes of estimating cost and manpower.
3. Assist EPA with enhancements and maintenance of EPA Pretreatment Program share sites, including support of uploading documents to Pretreatment Program SharePoint sites;
4. Support EPA with Pretreatment public website enhancements and maintenance.
5. Develop new training materials to be used by EPA HQ or Regional staff for topics for which materials do not currently exist, such as Advanced Local Limits, categorical determinations, and development of new training exercises related to standards calculations and conversions between mass and concentration.

Subtask 3C Deliverables:

1. Draft conference call summaries within five working days of the call date.
2. Listserv summaries within five working days of technical direction from EPA.
3. Posting of documents to share sites within five working days of identification.
4. Website edits within five working days of technical direction from EPA.

QUALITY ASSURANCE STATEMENT

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

OTHER REQUIREMENTS

Software Applications and Accessibility

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Files that are available on the website will be delivered to the contractor. Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2007 or higher)
- Preferred presentation format: Power Point, Office 2007 or higher
- Preferred graphics format: Each graphic is an individual graphic file (.bmp, .gif, .jpeg, .tif, .png files preferred – contractor shall deliver full-sized images or vector-based graphics unless otherwise requested.)
- Preferred portable format: Adobe Acrobat, Version 6.0

Reporting

Progress reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are expended.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as, free from viruses.

Travel

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract. Travel is expected to occur for specifically Task 2.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CL-COR.

Conference / Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Table: Deliverables Schedule		
Task	Deliverables Summary	Due Date
Task 1.A: Guidance Manual Updates	1. Recommend text to address comments received 2. Finalize draft documents for publication and webposting	1. Within 2 weeks of receipt of comments from EPA 2. Within 2 weeks of EPA direction
Task 1.B: informational brochures or FAQs	1. Draft Fact Sheet 2. Revisions to Fact Sheet 3. Finalize draft documents for publication and webposting	1. Within 30 days of receipt of information from WACOR 2. Within 2 weeks of EPA comments 3. Within 2 weeks of EPA direction
Task 2.A: Audits and Inspections	1. Draft Audit and/or Inspection Report 2. Final Audit and/or Inspection Report	1. Draft reports due within 30 days of conducting onsite activities. 2. [Draft] final reports will be revised and finalized within 10 days of WACOR providing comments to contractor
Task 2.B: Program Reviews	1. Draft Program Review Report 2. Final Program Review Report	
Task 2.C: General Meeting and Training Support	1. Draft agenda 2. Draft presentation and training material 3. Final agenda, presentations and training materials 4. Draft meeting notes 5. Finalize meeting notes 6. Summary of conference evaluations	1. At least 30 days prior to event 2. At least 15 days prior to event 3. At least 5 days prior to event 4. Within 10 days following event 5. Within 5 days of EPA direction 6. Within 10 days following event
Task 2.D: Webinars	1. Announcement of webinar 2. Finalize agenda, presentations and training material 3. Summarize evaluations 4. Archiving and posting webinar	1. At least 30 days prior to event 2. At least 5 days prior to event 3. Within 5 days of event 4. Within 5 days of event

Task 3A: Continued Oversight Activities	<ul style="list-style-type: none"> 1. Draft PQR Report 2. Edits of draft PQR Report 3. Outline of Best Practices Guide for permit writers 	<ul style="list-style-type: none"> 1. Within 30 days of technical direction 2. Within 2 weeks of receipt of EPA comments 3. September 3, 2019
Task 3B: Data Management Strategy	<ul style="list-style-type: none"> 1. Updated spreadsheets 2. Edits to Draft Revised Data Entry Guidance. 	<ul style="list-style-type: none"> 1. Within 30 days of receipt of materials from EPA 2. Edits submitted within 2 weeks of EPA direction
Task 3C: EPA communications and outreach	<ul style="list-style-type: none"> 1. Conference call summaries 2. Listserv summaries 3. Revised/posting of documents on SharePoint or EPA website 	<ul style="list-style-type: none"> 1. Within 5 working days of call date 2. Within 5 working days of technical direction 3. Within 5 working days of technical direction

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-20								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3	Title of Work Assignment/SF Site Name National Pretreatment Program								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW 3.9, 6.1								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/21/2019 To 06/30/2020								
Comments: Amendment 000001 adds one additional training event under Subtask 2C. A work plan is not required, however, a revise cost estimate is required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,550						
07/01/2016 To 06/30/2021										
This Action:				-3,469						
Total:				81						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Rebecca Christopher							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-2444			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			

Performance Work Statement
EP-C-16-003
WA 3-20
Amendment 1

Subtask 2C. Meeting Support, Conferences, Training Events [3.9, 6.1]

The contractor is advised to calculate its manpower and cost requirements based on training support expected for one additional training, for a total of:

- Four events of 2-day duration for approximately 150 municipal and state employees, coordinated with EPA Regional pretreatment staff, on general pretreatment program topics. Locations will be comparable to costs for a training in Chicago, IL.

When securing space for events, contractor shall give preference to no-cost local municipal or state or federal facilities for conference space before contracting with conference space for cost. Hotel “block of rooms” for participants shall only be needed to be reserved for the Regional and municipal/state event, and location will be communicated to contractor by EPA COR after consultation with applicable EPA Region staff.

Subtask 2C Deliverables: The contractor shall support EPA with development of agenda, presentation materials, and instructors. A draft agenda shall be finalized at least 30 days prior to each event. Draft presentation and training material shall be finalized within 15 days prior to each event. Agenda, presentations, training materials and compilation of student handouts shall be finalized 5 days prior to each event. Contractor shall finalize meeting notes and action items within 10 days following the event. Comments from EPA shall be incorporated within 5 days of EPA technical direction. Contractor shall develop event evaluations and finalize evaluation reports within 10 days following the event.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-21								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3	Title of Work Assignment/SF Site Name Region 5 NPDES								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/11/2019 To 06/30/2020								
Comments: In accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Quintin White							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 312-886-0135			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			

PERFORMANCE WORK STATEMENT
EPA CONTRACT NUMBER: EP-C-16-003
WORK ASSIGNMENT NUMBER: 3-21

1. ADMINISTRATIVE:

A. Title of Project: Region 5 (R 5) National Pollution Discharge Elimination System (NPDES)
Permit Writer's and Pretreatment Operator Training

B. Work Assignment Contracting Officer's Representative (WACOR):

Quintin White
U.S. EPA, Region 5
77 West Jackson Blvd.
Chicago, Illinois 60604
Phone: 312 886-3572
Email: White.Quintin@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR):

Heather Quigley
U.S. EPA, Region 5
77 West Jackson Blvd.
Chicago, Illinois 60604
Phone: 312 886-0135
Email: Quigle.Heather@epa.gov

C. Quality Assurance:

No programmatic quality assurance project plan (PQAPP) necessary. This Performance Work Statement (PWS) does not require collection of environmental data and therefore does not need a PQAPP. Should it be determined that a Quality Assurance (QA) Project plan is required, the contractor must prepare it in conformance with Environmental Protection Agency's (EPA) *Requirements for Quality Assurance Project Plans for Environmental Data Operations (EPA QA/R-5)*.

D. Period of Performance: Date of Issuance – November 29, 2019

BACKGROUND

The NPDES permit program, created in 1972 by the Clean Water Act (CWA), helps address water pollution by regulating point sources that discharge pollutants to waters of the United States. The permit provides two levels of control: technology-based limits and water quality-based limits (if technology-based limits are not sufficient to provide protection of the water body).

Under the CWA, the Environmental Protection Agency (EPA) authorizes the NPDES permit program to state, tribal, and territorial governments, enabling them to perform many of the permitting, administrative, and enforcement aspects of the NPDES program. In states authorized to implement CWA programs, EPA retains oversight responsibilities. Currently 46 states and one territory are authorized to implement the NPDES program.

The National Pretreatment program is a component of the NPDES program. It is a cooperative effort of federal, state, and local environmental regulatory agencies established to protect water quality. Similar to how the EPA authorizes the NPDES permit program to state, tribal, and territorial governments to perform permitting, administrative, and enforcement task for discharges to surface waters, EPA and authorized NPDES state pretreatment programs approve local municipalities to perform permitting, administrative, and enforcement tasks for discharges into the municipalities Publicly Owned Treatment Works (POTWs).

GOALS AND OBJECTIVES

- Coordinate with the EPA Region 5 to facilitate and provide NPDES Permit Writers and Pretreatment Training at the EPA Region 5 office, 77 West Jackson Boulevard. Chicago, Illinois.
- Provide technical support and regulatory guidance/training to Region 5 states, (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin), pretreatment operators, state regulators, EPA Region 5 NPDES Enforcement Branch. The technical support and regulatory training will further serve to reinforce the development of wastewater discharge permits as required under the NPDES permit program.
- To have remote link accessibility to the NPDES Permit Writers and Pretreatment Training at EPA Region 5 office for stakeholders that are not able to travel.

2. TASK DETAILS:

2.1 The Contractor shall develop a 3-day classroom NPDES permit writers' s training course. The training classes will start at 8:30 am (Central Time) and will end at 4:30 pm (Central time). The NPDES Permit Writer's Training dates:

November 19 through 21, 2019
U.S EPA, Region 5
77 West Jackson Boulevard,
12 Floor, Indiana Room
Chicago, Illinois 60604

2.2 The contractor shall develop a 2-day customize classroom NPDES pretreatment training course to address state specific identified issues. The training classes will start at 8:30 am (Central Time) and will end at 4:30 pm (Central Time).

The NPDES Pretreatment Training dates:

November 7 through 8, 2019
U.S EPA, Region 5
77 West Jackson Boulevard,
12 Floor, Indiana Room
Chicago, Illinois 60604

2.3 The Contractor shall customize sessions of the NPDES permit writers and pretreatment training course to address state specific identified issues.

2.4 Kick-off Conference Call. Within seven (12) calendar days of receipt of the Work Assignment (WA), the contractor shall contact the WACOR to schedule a Kick-Off conference call.
Call. The Contractor shall participate in the Kick-Off Call and present the approach to complete each Task.

3. SCOPE OF WORK

Task 1:

- Develop the NPDES permit writers and pretreatment classroom training course with web access that explains regulatory frame work and technical considerations of the NPDES/pretreatment programs. Develop an Agenda for each day of the Training.
- The Contractor shall develop and prepare training workbooks, (WBs) and modules to cover 3-days NPDES permit writers' s training course. The contractor shall develop and prepare training WBs and modules to cover 2-days pretreatment training course. Each training day will start at 8:30 am until 4: 30 pm. (Central Time).
- The contractor shall develop and conduct a customize training sessions that will facilitate informed discussions, and address the following state specific issues:
 1. EPA's economic guidance and related spreadsheets/materials. States utilize this guidance to examine financial impact when looking at Combined Sewer Overflows, (CSO's) program activities, Use Attainability Analysis, Antidegradation Analysis, water quality, standard variance and integrated planning. States are accustomed to doing some financial analysis on public utilities for the CSO program. The contractor shall provide guidance on conducting private sector analysis.
 2. The contractor shall provide training and facilitate discussions on the following NPDES topics: 316 (b) Evaluations, Effluent Guidelines, (ELGs), Best Professional Judgement, (BPJ) Evaluations for Ground Water Remediation Systems, IndustrialStromwater Permitting and Pretreatment Development of Local Limits and Control mechanisms.

The Contractor shall provide a complete Status Report, including revisions to all deliverables and share this data electronically with the WACOR.

4. DELIVERABLES AND SCHEDULE:

A list and schedule for project deliverables is provided in Table 1 below.

Table 1. Schedule of Deliverables for: R 5 Permit Writer's and Pretreatment Operator Training

Deliverable	Format	Responsible Party	Due Date
TASK 1. Develop Permit Writer's & Pretreatment Training Course, including daily Agendas, WBs., and modules.	Electronic	Contractor	16 days, after Work Assignment issuance.
Review Contractor's training course material, (Agendas, WBs., and modules). Provide input or approve as final.	Electronic	U.S. EPA, WACOR & NPDES Management	8 days after submittal of TASK 1 from Contractor.
Contractor shall prepare customized training sessions/schedule to address state specific issues.	Electronic	Contractor	15 days after completion of TASK 1.
Review Contractor's customized training sessions and provide input or approve as final.	Electronic	U.S. EPA, WACOR & NPDES Management	7 days after Contractor submits customized training sessions and schedule.
TASK 3. Contractor shall provide training and facilitate discussion on 316 (b), ELGs, BPJ, stormwater, and pretreatment local limits/control mechanisms.	Electronic	Contractor	20 days after completion of customized training sessions/state specific issues.
Review Contractor's training material for 316 (b), ELGs, BPJ, stormwater, pretreatment local limits/control mechanisms.	Electronic	U.S. EPA, WACOR & NPDES Management	10 days after Contractor submits training material to EPA, WACOR.
Contractor Shall facilitate permit writers training	In-person and available Electronic	Contractor	November 19-21, 2019
Contractor Shall facilitate	In-person	Contractor	November 6-7, 2019

NPDES Pretreatment Training	and available Electronic		
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All tasks shall be completed by Due Dates assigned but no later than November 21, 2019.

The contractor shall notify the Contracting Officer (CO) and WACOR in writing when 75% of the authorized work LOE/Labor hours and cost have been expended.

The contractor shall develop and maintain files supporting each TASK.

5. DELIVERY OF DELIVERABLES:

All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

For each deliverable submitted electronically (MS Word), the Contractor shall submit electronic copies to the EPA WACOR in a format that the EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and the EPA.

All information and data related to this project that the Contractor gathers or obtains shall be both protected from unauthorized release and considered the property of the government. The WACOR will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this work assignment. Press releases, marketing material, or any other printed or electronic documentation related to this project, must not be publicized without the written approval of the WACOR.

6. CONTRACTOR IDENTIFICATION:

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

Any questions raised by the public regarding EPA policy should be responded to by an EPA representatives, not contractor personnel. If the EPA is not available to respond, the Contractor shall provide the public with an appropriate agency contact.

7. TRAVEL:

Travel shall be in accordance with the contract. Any other travel must be authorized in advance.

8. SECURITY REQUIREMENTS:

This project does not involve security risk requiring background investigation. The Contractor shall be responsible for the actions of all individuals provided to work under this contract. If damages arise from work performed by contractor-provided personnel under the auspices of this work assignment, the Contractor shall be responsible for all resources necessary to remedy the incident.

9. Enforcement Sensitive Information:

The Contractor recognizes that contractor employees in performing tasks specified by this work assignment may have access to data/information, either provided by the government or first contract performance, of enforcement sensitive nature which should not be released to the public without EPA approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or Criminal) the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultants personal assigned to work on this WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the full extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

10. Project Employee Confidentiality Agreement

The Contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice (DOJ), or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this work assignment, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the work assignment.

11. SECTION 508 – ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS:

The Contractor shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.

Software Application Files and Accessibility

Software Application Files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, 1194.21 Software applications and

operating systems and 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, Version 6.0

12. PERFORMANCE REQUIREMENTS AND MEASURABLE STANDARDS: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-21				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2020			Title of Work Assignment/SF Site Name				
			Base Option Period Number 3			Region 5 NPDES				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 12/03/2019 To 06/30/2020					
Comments: Please see the attached PWS Amendment 000001 that will be issued at no additional cost. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 383				
07/01/2016 To 06/30/2020										
This Action:						0				
Total:						383				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Quintin White						Branch/Mail Code:				
						Phone Number: 312-886-0135				
_____ (Signature) (Date)						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
						Phone Number: 202-566-0369				
_____ (Signature) (Date)						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
						Phone Number:				
_____ (Signature) (Date)						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
						Phone Number: 513-487-2030				
_____ (Signature) (Date)						FAX Number:				

PERFORMANCE WORK STATEMENT
EPA CONTRACT NUMBER: EP-C-16-003
WORK ASSIGNMENT NUMBER: 3-21
Amendment 000001

1. ADMINISTRATIVE:

A. Title of Project: Region 5 (R 5) National Pollution Discharge Elimination System (NPDES)
Permit Writer's and Pretreatment Operator Training

B. Work Assignment Contracting Officer's Representative (WACOR):

Quintin White
U.S. EPA, Region 5
77 West Jackson Blvd.
Chicago, Illinois 60604
Phone: 312 886-3572
Email: White.Quintin@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR):

Heather Quigley
U.S. EPA, Region 5
77 West Jackson Blvd.
Chicago, Illinois 60604
Phone: 312 886-0135
Email: Quigle.Heather@epa.gov

The performance work statement is amended as follows:

Task 2.1: Due to a portion of the course that was not able to be completed during the November training session, dates are being added to hold a webinar in February to cover the remaining topics. The dates to hold the webinar are from February 26 through February 28, 2020.

Task 4. DELIVERABLES AND SCHEDULE – change adds the following:

Deliverable	Format	Responsible Party	Due Date
The contractor shall facilitate a Webinar to complete the permit writers training course	Webinar	Contractor	February 26-28, 2020

All tasks shall be completed by Due Dates assigned but no later than February 29, 2020.

No additional cost is anticipated for this amendment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-21				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Region 5 NPDES				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 03/26/2020 To 03/26/2020					
Comments: Amendment 000002 changes the Period of Performance end date to March 26, 2020, as the work under this work assignment is complete and the work assignment is being closed.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				383						
This Action:				0						
Total:				383						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Quintin White <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 312-886-0135 FAX Number:				
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-23				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 3			Title of Work Assignment/SF Site Name Vessel Discharge				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.5, 3.8, 3.9, 4. 5.2, 6.0, 6.1, 7, 8, 10, 11					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						2,740				
Total:						2,740				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jack Faulk							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-0768			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 3-23**

TITLE: Vessel Discharge Management and Other Regulatory Program Support

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR) and
ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(ALTERNATE WACOR):**

<u>WACOR</u> Jack Faulk Phone: 202-564-0768 Fax: 202-564-6392 faulk.jack@epa.gov <u>Alternate WACOR</u> Chris Laabs Phone: 202-566-1223 laabs.chris@epa.gov	<u>USPS Mailing Address</u> US EPA Mail Code 4203M 1200 Pennsylvania Ave, NW Washington, DC 20460	<u>Courier Address</u> US EPA WJC West Room 7214F 1201 Constitution Ave, NW Washington, DC 20001
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PERIOD OF PERFORMANCE: July 1, 2019 through June 30, 2020

BACKGROUND:

Vessel Discharge Management

Due to a 2006 court order, the Environmental Protection Agency (EPA) began permitting incidental vessel discharges from many vessels on February 6, 2009. The current 2013 Vessel General Permit (VGP) regulates discharges incidental to the normal operation of vessels operating in a capacity as a means of transportation. The VGP includes general effluent limits applicable to all discharges; general effluent limits applicable to 27 specific discharge streams; narrative water-quality based effluent limits; inspection, monitoring, recordkeeping, and reporting requirements; and additional requirements applicable to certain vessel types.

On December 4, 2018, the President signed into law the Vessel Incidental Discharge Act (VIDA) that establishes a new framework for EPA and the Coast Guard to regulate incidental discharges from vessels; however, VIDA keeps the requirements of the 2013 VGP in place, unmodified, until EPA and the Coast Guard develop national standards and implementing regulations, respectively. The VIDA legislation also includes provisions for: EPA to issue orders for emergency best management practices; States to petition or apply for more stringent requirements; EPA and the Coast Guard to establish frameworks for intergovernmental risk assessment and response for aquatic nuisance species risks from vessel discharges; and EPA to establish and oversee a Great Lakes and Lake Champlain Invasive Species Program.

Dredge and Fill Material Program Management

Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into waters of the United States, including wetlands. The dredge and fill program,

referred to as Section 404, requires a permit before dredged or fill material may be discharged into waters of the United States, unless the activity is exempt from Section 404 regulation (e.g., certain farming and forestry activities). Permit applications are reviewed by the U.S. Army Corps of Engineers (USACE), which evaluates applications under a public interest review, as well as the environmental criteria set forth in the CWA Section 404(b)(1) Guidelines, regulations promulgated by EPA. Some states have assumed this permitting authority and regulate these activities.

EPA develops and interprets policy, guidance, and environmental criteria used in evaluating Section 404 permit applications, including the 2008 Compensatory Mitigation rule, which clarifies compensation requirements for impacts to aquatic resources under Section 404. EPA also reviews permits, has the authority to prohibit, restrict, or deny the use of any defined area as a disposal site (CWA Section 404(c)), and can elevate specific permit applications, amongst other roles and responsibilities (CWA Section 404(q)).

PURPOSE AND OBJECTIVE: The purpose of this work assignment is to support EPA's vessel discharge management programs and associated risks from these discharges, particularly with respect to aquatic invasive species (AIS) or aquatic nuisance species (ANS). Historically, these discharges have been regulated under Section 402 of the Clean Water Act permitting program but as a result of the Vessel Incidental Discharge Act (VIDA), will now be regulated under a new CWA subsection 312(p). Under this work assignment, the Contractor shall provide technical support to EPA Office of Wastewater Management (OWM) Water Permits Division (WPD) and the Office of Wetlands, Oceans, and Watersheds (OWOW) to develop technical materials for EPA's use in implementing the vessel general discharge management programs and to support EPA and the Coast Guard's implementation of requirements established under VIDA. The support shall focus primarily on conducting research for EPA's development of national discharge standards under VIDA, characterizing environmental and economic impacts of vessel discharge, and supporting outreach efforts to affected stakeholders. The Contractor shall provide support to EPA with the following tasks:

- Develop a work plan and provide monthly progress reports;
- Provide quality assurance, including developing a Supplemental Quality Assurance Project Plan (SQAPP), as necessary to cover work under this work assignment;
- Provide research and technical support for EPA's vessel discharge management programs, including development of technical development documents on specific topics (e.g., ballast water management);
- Support development of draft/final VIDA documentation as part of the rulemaking process, including support implementing EPA's consultation obligations, such as associated with the Endangered Species Act (ESA); and
- Support implementation and outreach for vessel discharge management programs and activities.

Additionally, this work assignment supports EPA's Clean Water Act Section 404 program, particularly pertaining to regulatory development and stakeholder engagement. Under this work assignment, the Contractor shall provide technical support to OWOW with the following task:

- Support development of draft/final Section 404 documentation as part of the rulemaking process, including support implementing EPA's consultation obligations.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The Contractor shall prepare and submit a work plan and cost estimate for all tasks of the work assignment in accordance with the contract requirements. The work plan shall present the technical approach by task, including any assumptions used for the approach; the project schedule and deliverables; staffing details; level of effort by task, staff member, and professional labor mix; and the estimated cost. Also, the Contractor shall respond to any requests and technical directives from the WACOR within 5 business days or as otherwise specified in the request or technical directive.

Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the Contractor to discuss the work assignment and progress of tasks.

The Contractor shall immediately notify the WACOR by telephone of any problems that may impede performance, along with any corrective actions needed to solve the problems. The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

In addition, the Contractor shall provide an accountability report about how and whether the activities/reports in this work assignment have furthered EPA's goals toward protecting the Great Lakes from invasive species (e.g., a short description of how funds were used for this contract period, how much was spent on each subtask, and why the work is directly relevant to the goal of preventing the introduction of new invasive species to the Great Lakes and slowing their dispersal pathways in those water bodies).

TASK 1: QUALITY ASSURANCE

Quality Assurance Project Plans are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1A2 and implementing guidance CIO-2105-P-01-0. All projects that involve the generation, collection, analysis and use of environmental data must have an approved QAPP to assure the quality, objectivity, integrity and utility of the data and information used in the project.

QA Project Plan Requirements

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) or programmatic Quality Assurance Project Plan (p-QAPP) be in place for work that involves the collection, generation, evaluation, analysis or use of primary environmental data. The QAPP or p-QAPP defines and documents how specific data generation and collection activities shall be planned, implemented, and assessed during a particular project. This contract has an approved p-QAPP for all necessary work envisioned under this work assignment.

The Contractor shall adhere to the approved p-QAPP when generating, collecting and determining the use of data and information for any applicable task under this work assignment. If any work required under this work assignment is not covered under the p-QAPP, the Contractor shall prepare a supplemental QAPP for those tasks.

TASK 2: TECHNICAL AND IMPLEMENTATION SUPPORT TO EPA'S VESSEL DISCHARGE REGULATORY PROGRAMS

The Contractor shall support EPA's development of technical and factual materials for EPA use in implementing vessel discharge regulatory programs (e.g., the Vessel General Permitting Program and follow-on Vessel Incidental Discharge Act (VIDA)). Work may include literature reviews, developing background materials, researching technologies, and working with industry experts and government officials to develop a solid foundation for instituting national permit effluent limits and other conditions.

Subtask 2A: Update and Develop TDDs

The Contractor shall support the development of technical development documents (TDDs), in addition to the TDD identified in Task 3, including work on documents started and/or completed under previous work assignments. EPA expects these efforts to include technical memoranda (plus appendices with relevant data) describing the sources of information, key findings from those sources, technological capabilities and efficacy, cost information where relevant, and what conclusions, if any, can be drawn from this information. Once final, these TDDs shall be of sufficient quality to place in the docket and serve as part of the administrative record for decision-making. Subject areas which may be researched include, but will not be limited to:

- Monitoring approaches to assess vessel discharges
- Technical feasibility of using environmental acceptable lubricants on vessels, including the extent to which vessels have converted to these applications as a result of VGP/sVGP requirements.
- Use of exhaust gas cleaning systems to control sulfur emissions
- Other discharge types and treatment options as necessary.

Unless otherwise specified in the technical direction from the WACOR, within 1 week of receiving written technical direction to proceed on a TDD, the Contractor shall submit an annotated outline of the TDD and appendices identifying the information, conceptual approaches, and analyses, and scope of issues to be addressed in the technical memorandum. After approval by the WACOR, the Contractor shall prepare and submit a draft version of the TDD within 1 month and respond to EPA within 1 week and submit the final TDD within 2 weeks of receiving technical comments from the WACOR. EPA estimates that one TDD approximately 25-50 pages in length to be developed as part of this task.

Subtask 2B: Permit Support

The Contractor shall support activities associated with termination/repeal of EPA's vessel general permits consistent with any technical direction provided by the WACOR and may include support to collect and compile information and develop analyses, studies, and other supporting documentation. This work shall build off existing documents and analyses prepared for previous permits taking into account any revisions to those permits as well as any changes in other considerations that affect such analyses.

Subtask 2C: Regulatory Development Support

The Contractor shall support EPA development of VIDA regulations consistent with any technical

direction provided by the WACOR and may include support to:

- Collect and compile information and develop analyses, studies, and other supporting documentation;
- Draft and format the preamble, regulations, and other regulatory documents;
- Prepare documents necessary for ESA consultation;
- Economic and benefits analyses to examine the market and non-market impacts from promulgation of regulations;
- Comment response categorization, entry into a comment response database, draft responses to comments, and prepare the response document; and
- Compile a regulatory docket.

TASK 3: BALLAST WATER MANAGEMENT EVALUATION

Managing the discharge of ballast water is a critical component of aquatic nuisance species control. This task includes completion of a technical development document, started under a previous work assignment assessing the state of ballast water management systems for vessels that transit into freshwater as well as marine ecosystems, including options available for both existing and new vessels. This assessment will investigate the full range of ballast water management system (BWMS) options, including activities such as best management practices, ballast water exchange, and treatment. Both on-ship and off-ship (e.g., on-shore) ballast water treatment systems options will be considered for the full range of domestic and international vessels covered under U.S. ballast water regulations. The report will provide BWMS options for both inland and marine vessels, including vessel activities in the Great Lakes (i.e., pre- and post-2009 Lakers and other vessels traversing the Great Lakes).

The assessment will consider biological effectiveness, cost, logistics, operations, regulatory implications, safety, and any other areas that may affect ballast water management, including challenges presented by freshwater ecosystems. The assessment will look at both shipboard treatment and off-ship reception facilities to determine the availability and economic and logistical feasibility of these two options for the treatment of ballast water from the different categories/classes of vessels. Specifically, this assessment will consider if onshore treatment or other off-ship treatment, such as on a treatment barge, are reasonable, or preferred, alternatives to shipboard treatment for any universe of vessels covered under the U.S. ballast water regulations, including an assessment of the time necessary to implement such an approach if such is found to be a reasonable alternative. Unique characteristics of classes/categories of vessels will be considered in context with BWMS options to determine whether specific management/treatment options are “available” for these vessels considering the unique operational and design constraints of such vessels (e.g., large volumes of fresh cold water required and the short duration of trips for Lakers). This assessment will also evaluate Lakers built after 2009 since these vessels face many of the same challenges and constraints as pre-2009 Lakers. As appropriate, this assessment will evaluate a variety of environmental (e.g., temperature and salinity), operational (e.g., ballasting flow rates and holding times), and vessel design (e.g., ballast volume and unmanned barges) parameters to consider in determining applicable discharge requirements. The outline for this document is as follows:

1. Introduction
2. Ballast Water Regulations/Requirements to Prevent ANS Introduction and Propagation
3. Vessel Universe

4. Best Management Practices
5. Ballast Water Treatment Principles
6. Type Approved Ballast Water Management Systems
7. Ballast Water Management System Costs
8. Ballast Water Management System Performance
9. Compliance Monitoring
10. Assessment of Off-ship Ballast Water Treatment
11. Great Lakes Ballast Water Management Considerations
12. Ballast Water Alternatives

TASK 4: EVALUATE AQUATIC NUISANCE SPECIES IN THE GREAT LAKES

Under a previous work assignment, the Contractor supported the development of an EPA report entitled: “Analysis of Ballast Water Discharges into the Great Lakes from Overseas Vessels from 2010 to 2013” which provides information on ballast water discharges from ocean-going vessels entering the Great Lakes. Information in that report will be useful to assess aquatic nuisance species invasion risks into the Great Lakes by these vessels. After that report, the Contractor initiated the development of two related reports on: (1) interlake transfers of ballast water within the Great Lakes and (2) contributions of ballast water into the Great Lakes from vessels coming from coastal/inland locations. These two reports will provide data and maps, as available, reflecting routes of the full range of vessels into and within the Great Lakes. These reports will also include data regarding the populations, ranges, and environmental characteristics of these ranges (salinity, temperature, etc.) of existing ANS in the Great Lakes. The final reports will describe how interlake transfers and coastal/inland transfers of ballast water may occur and the routes/vessels/vectors that pose the highest risk for spreading existing ANS, or future ANS that may enter the Great Lakes. Under this Task, the Contractor shall finalize these two reports, including responding to any comments from EPA and other selected reviewers as agreed to between the WACOR and the Contractor. Potential follow-up work will include using information identified in this report to develop a suite of strategies or tools to address inter-lake transfer of ANS.

Under this work assignment, the Contractor shall also support completion of two additional reports started under a previous work assignment on the impacts of vessel activities on aquatic nuisance species in the Great Lakes and approaches for reducing these potential impacts: (1) assessing how Lakers in the Great Lakes are adopting use of ballast water best management practices, and (2) the effects of temperature changes on aquatic nuisance species invasion potential.

As requested, the Contractor shall support development of additional reports on the impacts of vessel activities on aquatic nuisance species in the Great Lakes, including approaches for reducing these potential impacts.

Additionally, as requested, the Contractor shall support development of one or more manuscripts for possible journal publication, including supporting any procedural requirements for publication of such articles.

TASK 5: SUPPORT IMPLEMENTATION AND OUTREACH FOR THE VESSEL DISCHARGE REGULATORY PROGRAM

Subtask 5a: Outreach

The Contractor shall support the development of materials for implementation and outreach of EPA's vessel discharge regulatory program. The Contractor shall prepare technical outreach materials such as 1-2 page factsheets, implementation/compliance checklists, and presentations on permit-specific information, and coordinate/facilitate external stakeholder meetings. The Contractor shall assume development of 2 short implementation fact sheets/checklists. One of those fact sheets may need to be translated into languages of the International Maritime Organization (IMO) (French, Spanish, Chinese, Russian, and/or Arabic). The Contractor shall also assume support for 2 online meetings and webinars and 3 in-person meetings as requested by the WACOR. For planning purposes, assume the three meeting locations to be in Washington, DC, Detroit, MI, and San Francisco, CA.

Subtask 5b: Vessel Discharge Summary Report

The Contractor shall develop a report that summarizes the characteristics and conditions of vessels and vessel practices, including those that enter freshwater ecosystems, based on information (i.e., from Notices of Intent, Notices of Termination, Vessel One-Time Reports, and Annual Reports) submitted to EPA under both the 2008 and 2013 VGPs, both of which are available on EPA's vessels webpage. The report will also analyze vessels and vessel activities based on location, such as to identify the types of vessels operating on the Great Lakes and their operational and discharge characteristics.

TASK 6: SUPPORT TO EPA'S CWA SECTION 404 REGULATORY PROGRAM

The Contractor shall support EPA's development of Section 404 regulations consistent with any technical direction provided by the WACOR and may include:

- Planning and conferencing services necessary for conducting stakeholder outreach and consultations;
- On-site logistical coordination, facilitation, and notetaking for conducting stakeholder outreach and consultations;
- Monitoring and managing stakeholder communication with EPA (e.g. through email inboxes);
- Drafting high level summaries of individual consultation meetings
- Preparing draft and final summary reports of consultation periods
- Preparing briefing materials, technical memos, and other regulatory process support materials.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Deliverable	Due Date (to EPA) – unless specified otherwise through written technical direction from the WACOR
0	Work plan and budget	- Per contract requirements
0	Progress/cost reports	- Monthly (Technical and Cost Progress Report)

Task	Deliverable	Due Date (to EPA) – unless specified otherwise through written technical direction from the WACOR
0	Response to requests/technical directive	- Within 5 business days unless specified otherwise
0	Problem report	- Immediately upon discovery of a problem
1	Great Lakes Accountability/Relevance Report	- 30 days after WACOR request
1	QAPP	- 10 days after notification by the WACOR that an QAPP is needed
1	Revisions to QAPP based on EPA feedback	- 7 days after receipt of WACOR feedback
1	Final QAPP for this WA	- 5 days after WACOR feedback
1	QA Progress Reports	- Monthly, as part of Progress/Cost Reports
2a	Technical Development Documents	<ul style="list-style-type: none"> - Kickoff meeting with EPA to discuss technical direction within 1 week of receipt of technical direction - Outline of product to be provided within 1 week of kickoff meeting - Draft of product within 1 month of approval of outline - Response to EPA comments on documents within 1 week of receipt of comments - Final deliverable within 2 weeks of receipt of EPA comments
2b	Briefing Materials, Targeted Assessment of Permit Conditions, Technical Memos, Economic and Benefit Analysis, Permit Docket Support, Comment Response Support, etc.	<ul style="list-style-type: none"> - Kickoff meeting with EPA to discuss technical direction within 1 week of receipt of technical direction - Outline of product to be provided within 1 week of kickoff meeting - Draft of product within 1 month of approval of outline - Response to EPA comments on documents within 1 week of receipt of comments - Final deliverable within 2 weeks of receipt of EPA comments
2c	Briefing Materials, Targeted Assessment of Permit Conditions, Technical Memos, Economic and Benefit Analysis, Regulation Docket Support, Comment Response Support, etc.	- Based on technical direction from the WACOR.
3	Ballast Water Management Technical Development Document	- Draft and final documents based on technical direction from the WACOR
4	Great Lakes Invasive Species Studies (4)	<ul style="list-style-type: none"> - Draft report within timeframe specified by WACOR - Report revisions within timeframe specified by WACOR

Task	Deliverable	Due Date (to EPA) – unless specified otherwise through written technical direction from the WACOR
5a	Online Meeting/Webinar Support	- Registration pages within 1 week after technical direction from WACOR. - Summary reports within 2 weeks after completion of meeting/webinar.
5a	Briefing Materials, Brochures, Fact Sheets, Other Outreach Materials	- Based on technical direction from the WACOR
5b	Draft VGP Summary Report Outline	- Based on technical direction from the WACOR
5b	Revised VGP Summary Report Outline	- 1 week after receipt of comments on Draft Report Outline from WACOR
5b	Draft VGP Summary Report	- 2 months after EPA acceptance of Revised Report Outline
5b	Revised VGP Summary Report	- 2 weeks after receipt of comments from EPA
6	Online Meeting/Webinar Support, Note Taking, and Facilitation for Consultation and Stakeholder Engagement	- Based on technical direction from the WACOR
6	In-person Meeting Support, Note Taking, and Facilitation for Consultation and Stakeholder Engagement	- Based on technical direction from the WACOR
6	Draft High-Level Summaries of Consultation and Stakeholder Engagement Meetings	- Within 5 days of each meeting
6	Draft and Final Summary Report for Each Consultation Period	- Based on technical direction from the WACOR
6	External Communication Monitoring and Management	- Based on technical direction from the WACOR
6	Briefing Materials, Technical Memos, Regulatory Process Support Materials, etc.	- Based on technical direction from the WACOR

CONTRACT PWS REFERENCE

Task 1 – Quality Assurance - PWS Section 4.0

Subtask 2a – Technical Development Documents – PWS Sections 3.8, 5.2, 8.0, and 10.0

Subtask 2b – Permit Revision Support - PWS Sections 3.5, 5.2, 10.0, and 11.0

Task 3 – Ballast Water Management Evaluation – PWS Sections 3.8, 5.2, 8.0 and 10.0

Task 4 – Evaluation Reports – PWS Sections 3.8, 8.0, and 10.0.

Subtask 5a – Outreach - PWS Sections 3.9, 6.0, and 7.0

Subtask 5b – Data Summary Report – PWS Sections 3.8, 8.0, and 10.0

Task 6 - Section 404 Regulatory Support - PWS Sections 3.7, 3.8, 3.9, 6.0, 6.1, 7.0 and 10.0, 11.0

ANTICIPATED TRAVEL REQUIREMENTS

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The Contractor shall contact the WACOR and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and the CL-COR.

Performance Requirements and Measurable Standards:

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the EPA website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant

to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-23				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name Vessel Discharge				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/16/2019 To 06/30/2020				
Comments: This work assignment is being amended to increase the funding ceiling from \$129,027.67, to \$154,027.67. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,740						
07/01/2016 To 06/30/2020										
This Action:				0						
Total:				2,740						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jack Faulk <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0768 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-23				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2020 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 10/16/2019 To 06/30/2020					
Comments: This work assignment is being amended to increase the funding ceiling from \$154,027.67, to \$254,027.67. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,740						
07/01/2016 To 06/30/2020										
This Action:				0						
Total:				2,740						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jack Faulk <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0768 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-23				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2020			Title of Work Assignment/SF Site Name				
			Base Option Period Number 3			Vessel Discharge				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 02/06/2020 To 06/30/2020					
Comments: This amendment 000003 removes the funding ceiling. The WA is fully funded at \$330,039.00.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,740						
07/01/2016 To 06/30/2020										
This Action:				0						
Total:				2,740						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jack Faulk							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-0768			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number:			